



COTSWOLD
DISTRICT COUNCIL

**EXECUTIVE FORWARD PLAN
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

The Forward Plan

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of the notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for Meetings of the Cabinet are made available on the [Council's Web Site](#) – five working days in advance of the Meeting in question. Please also note that the agendas for Meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the Council's Web Site, and available from the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority.

In financial terms, the Council has decided that a key decision is any executive decision which requires a budget expenditure of £100,000 or more, or one which generates savings of £100,000 or more.

A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council's Constitution.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Formal reports presented relating to any executive decision will be available on the Council's Web Site at least five working days in advance of the Meeting at which the decision is to be made (except insofar as they contain confidential and/or exempt information).

The Decision Notice for each key decision will be published as soon as reasonably practicable after it has been made. We will seek to do this within five working days of the date of the decision. The Decision Notice will be available for public inspection on the Council's Web Site, and at the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

If you have any questions about the Forward Plan, or if you wish to make representations about any of the matters contained within it, please contact the Council's Democratic Services Team. The Democratic Services Team can also, on request, provide copies of, or extracts from, documents listed in the Plan and any which subsequently become available (subject to any prohibition or restriction on their disclosure).

Contact Details:

Democratic Services,
Cotswold District Council,
Trinity Road,
Cirencester,
Glos.
GL7 1PX

E-mail: democratic@cotswold.gov.uk

Telephone: 01285 623000

Fax: 01285 623907

Website: www.cotswold.gov.uk

The Council's Executive Arrangements

The Council currently operates the Strong Leader and Cabinet form of governance.

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

The Cabinet at Cotswold District Council currently comprises a Leader, a Deputy Leader, and seven other Cabinet Members. The structure is as set out in the table below.

Executive decisions are taken either collectively by the Cabinet or individually by Cabinet Members.

The Cabinet generally meets monthly; whereas decision-making by individual Cabinet Members occurs on an 'as and when needed' basis.

Decisions of the Cabinet and individual Cabinet Members are subject to scrutiny by the Overview and Scrutiny Committee.

Councillor	Portfolio Area	Areas of Responsibility
Joe Harris	Leader	Overall COVID-19 recovery, Policy framework including the corporate plan, Coordination of executive functions, Democratic Services, Communications, Customer experience Publica, Democratic Renewal and Consultation, Civic Pride (streets signs, street cleaning and litter picking)
Mike Evely (Deputy Leader)	Finance	Financial strategy and management, Revenue and benefits, Property and asset management, Car parking operations, Grants, Cotswold Water Park
Rachel Coxcoon	Climate Change and Forward Planning	Climate Change and energy planning, Sustainable transport, Strategic forward planning, Local plan, Community Infrastructure Levy and Section 106, Allowable solutions
Tony Dale	Economy and Skills	Local Enterprise Partnership and county-wide partnerships, Economic Development and COVID-19 Economic Recovery, Council commercialisation, Internal council transformation, Tourism and Visitor Information Centres, Chamber of Commerce liaison, Young People
Andrew Doherty	Environment, Waste and Recycling	Waste and recycling, UBICO, Flooding, Public protection, Food safety, Building control, Cemeteries, Noise and public nuisance, Public toilets
Jenny Forde	Health and Wellbeing	COVID-19 response, Public health, wellbeing and mental health, Improving social mobility, Tackling social isolation, Crime, disorder and safety, Supporting and safeguarding people, Leisure, museums and culture, Support for community events (Stow Fair, Phoenix Festival, Fleece Fair, Moreton Show)
Lisa Spivey	Housing and Homelessness	Tackling homelessness and improving housing security, Delivery of social rented homes Support for small housing developers and community land trusts, Promotion of self-build and system build housing, Strategic oversight of tenure and housing needs assessment Liaison with housing developers, Housing Benefit and Universal Credit.
Clive Webster	Planning Department, Town and Parish Councils	Town and Parish Council Liaison Development management Heritage and design management Landscape conservation Cotswold Area of Outstanding Natural Beauty (AONB) Neighbourhood Development Plans.

Item for Decision and (if applicable) Reason(s) the Matter is Likely to be Considered in Private	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
<p>Contain Outbreak Management Fund</p> <p>This is along the lines of the Welcome Back Fund which Cabinet considered. Cabinet will bless the direction of travel and delegate decision making to Rob or I to approve specific allocations in consultation with one or more Cabinet Members. That will allow for timely allocation of COMF funding out to areas such as the Water Park and BTW.</p>	Yes	No	Cabinet	5 Jul 2021	Tony Dale, Cabinet Member for the Economy and Council Transformation	Jenny Poole		
<p>The future of Community Welfare Grants Budget</p>	Yes	No	Cabinet	5 Jul 2021	Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance			

Funding for essential maintenance on Council Property Assets	Yes	No	Cabinet	5 Jul 2021				
Local Authority Community Housing Fund (CHF) Allocation Expenditure	Yes	No	Cabinet Council	5 Jul 2021 14 Jul 2021	Lisa Spivey, Cabinet Member for Housing and Homelessness	Anwen Hughes	Cabinet Members Senior Officers	None
Waterloo Car Park	Yes	No	Cabinet	5 Jul 2021	Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance			
Flood Wardens	Yes	No	Cabinet	5 Jul 2021				
Cirencester Pool Maintenance - Request for Additional Funding	Yes	No	Cabinet	5 Jul 2021				

Scheme of delegation and Financial Rules	Yes	No	Cabinet	5 Jul 2021	Leader of the Council			
Legal Services Review	Yes	No	Cabinet	5 Jul 2021	Leader of the Council			
Green Finance Initiative Pledge to Launch a Community Municipal Investment Bond	Yes	No	Cabinet	5 Jul 2021				
Funding for Works at 25/27 Dyer Street, Cirencester	Yes	No	Cabinet	5 Jul 2021	Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance	Jasmine McWilliams	Cabinet Members Senior Officers	None
Legal and Estates Standard Fees	Yes	No	Cabinet	5 Jul 2021	Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance	Jasmine McWilliams	Cabinet Members Senior Officers	None

Council, Priority and Service Performance Report - 2020/21 - Q4 and Year End	Yes	No	Cabinet	5 Jul 2021	Joe Harris, Leader of the Council	Andy Barge	Cabinet Members Overview and Scrutiny Committee Senior Officers	Service and Financial Performance Data
Delegated Authority to deal with inquorate Parish Council	Yes	No	Cabinet	5 Jul 2021	Joe Harris, Leader of the Council			
Affordable Housing Schemes - Expenditure of Commuted Sums	Yes	No	Cabinet	5 Jul 2021	Lisa Spivey, Cabinet Member for Housing and Homelessness			
Adoption of Licensing Act 2003 policy statement with effect from 1 August 2021	Yes	No	Council	14 Jul 2021	Andrew Doherty, Cabinet Member for the Environment, Waste and Recycling	Michelle Bignell	Cabinet Members Senior Officers Chair/Vice-Chair of Planning and Licensing Committee	None
Update to financial procedure rules	Yes	No	Council	14 Jul 2021				

Tetbury and Fairford Leisure Provision Task and Finish Group - Final Report - Recommendations from Overview and Scrutiny and Cabinet	Yes	No	Council	14 Jul 2021	Joe Harris, Leader of the Council	Andy Barge		
Funding for Improvement Works to Rissington Road Car Park, Bourton on the Water	Yes	No	Cabinet Council	13 May 2021 14 Jul 2021	Mike Every, Deputy Leader of the Council and Cabinet Member for Finance	Maria Wheatley	Cabinet Members Senior Officers	None
Council, Priority and Service Performance Report - 2021/22 - Q1	Yes	No	Cabinet	6 Sep 2021				
Authority to appoint contractor for refurbishment Rissington Road Car Park	Yes	No	Council	22 Sep 2021	Mike Every, Deputy Leader of the Council and Cabinet Member for Finance	Maria Wheatley		

