



**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**

**NOVEMBER 2022 – DECEMBER 2022**

*Published 7<sup>th</sup> November 2022*

**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 £150,000 or more, or one which generates savings of £150,000 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, Gloucestershire GL7 1PX

**E-mail:** [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) **Telephone:** 01285 623000 **Website:** [www.cotswold.gov.uk](http://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.

<b>Councillor</b>	<b>Portfolio Area</b>	<b>Areas of Responsibility</b>
Joe Harris	Leader	Coordination of executive functions, Policy framework including the corporate plan, Publica Housing and homelessness, Town and Parish Council liaison, Clean and Green campaign, UBICO (including street cleaning)
Mike Evely (Deputy Leader)	Finance	Financial strategy and management, Revenue and Benefits Grants
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 Council Transformation	Car parking operations and strategy, Business transformation, Local Enterprise Partnership and county-wide partnerships, Economic development, Recovery Investment Strategy, Tourism and visitor information centres, Chamber of commerce liaison
Andrew Doherty	Waste and Recycling	UBICO (Waste and Recycling), Waste and recycling, Flooding
Jenny Forde	Health and Wellbeing	Refugee support, Public health, well-being and mental health, Improving social mobility and tackling social isolation, Crime, disorder and safety, Supporting and safeguarding people, Health centres, museums and culture, Young people
Juliet Layton	Development Management and Licensing	Development Management, Heritage and design management, Environmental and regulatory services, Cotswold Water Park
Lisa Spivey	Corporate Services	Property and asset management, Trinity Road transformation, Democratic services, Communications and consultation, Customer experience and channel shift

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Agile Working Capital Expenditure Report	Yes	No	Cabinet Member Delegated Decision	TBC	Lisa Spivey, Cabinet Member for Corporate Services	Claire Locke	Consultations within the Agile Working Project Report March 2022	Agile Working Project report
Draft Q2 Financial and Performance Report	No	No	Cabinet	5 Dec 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	David Stanley		
Old Station – Permission to proceed with investment and request for funding	Yes	No	Cabinet	5 Dec 2022	Councillor Lisa Spivey Cabinet Member for Corporate Services	David Stanley	Capital Programme Investment Board Town Council Civic Society	
Green Economic Growth Strategy – Six Monthly Update	No	No	Cabinet	5 Dec 2022	Councillor Tony Dale, Cabinet Member for Economy and Council Transformation	Paul James	Cotswold Economic Advisory Group	Green Economic Growth Strategy 2021-25
Infrastructure Funding Statement	No	No	Cabinet	5 Dec 2022	Councillor Rachel Coxcoon, Cabinet Member for Climate Change and Forward	James Brain/Jasper Lamoon	Internal consultations with CDC Finance	

					Planning			
Council Tax Exceptional Hardship Policy	No	No	Cabinet	9 Jan 2023	Mike Evemy, Deputy Leader and Cabinet Member for Finance	Mandy Fathers	Portfolio Holder, Leader, Monitoring Officer, Head of Legal, Group Manager for Resident Services, Publica Group Finance Director, Chief Finance Officer, Finance Business Partner, Chief Executive	
Cirencester Town Car Park review	No	No	Cabinet	9 Jan 2023	Tony Dale, Cabinet Member for Economy and Transformation	Mandy Fathers	Portfolio Holder, Leader, Monitoring Officer, Head of Legal, Group Manager for Resident Services, Publica Group Finance Director, Chief Finance Officer, Finance Business Partner, Chief Executive	
Public Toilet Financial Review	No	No	Cabinet	9 Jan 2023	Lisa Spivey, Cabinet Member for Corporate Services	Maria Wheatley	Cabinet Member for Corporate Services, Chief Executive, Interim Deputy Chief Executive, Business Manager for	

							Environment, Housing and Revenue.	
Peer Review Update	No	No	Cabinet  Council	9 Jan 2023  18 Jan 2023	Joe Harris, Leader of the Council	Rob Weaver		
Whipping Requirements in the Constitution	No	No	Council	18 Jan 2023	Joe Harris, Leader of the Council	Angela Claridge	Constitution Working Group of Members – 05/10/2022	CDC Constitution
Programme of meetings - follow up report	No	No	Council	18 Jan 2023	Joe Harris, Leader of the Council	Andrew Brown	Full Council – 16/11/22	
Procurement and Contract Management Strategy – Draft for Consultation	No	No	Cabinet	6 Feb 2023	Mike Evey, Deputy Leader and Cabinet Member for Finance	Ciaran Okane	Approved by the Audit Committee on the 28th April 2022	Procurement and Contract Management Strategy.
Budget and MTFS	Yes	No	Cabinet  Council	6 Feb 2023  15 Feb 2023	Mike Evey, Deputy Leader and Cabinet Member for Finance	David Stanley	Publica officers, Cabinet Member and portfolio holder	

Flood Management Service Review	No	No	Cabinet	6 Feb 2023	Andrew Doherty, Cabinet Member for Waste and Recycling	Phil Martin		