



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**

3 April 2023

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

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 Telephone: 01285 623000 Website: www.cotswold.gov.uk

Telephone: 01285 623000

Fax: 01285 623907

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 | 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 Skills | 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 |
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| Item for Decision | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|---|-------------------------|-----------------|------------------|------------------|---|--------------|--------------|----------------------|
| 24 May 2023 Annual Council | | | | | | | | |
| Appointment of Committees 2023/24 To establish the allocation of seats to political groups based on proportionality and to appoint members to seats on committees. | No | Open | Council | 24 May 2023 | Leader of the Council - Cllr Joe Harris | Andrew Brown | | |
| Programme of Meetings 2024/25 To set meeting dates for Council and non-executive committees for the 2024/25 municipal year. | No | Open | Council | 22 Nov 2023 | Leader of the Council - Cllr Joe Harris | Andrew Brown | | |
| Appointment of representatives to outside bodies To enable the Council to appoint members to outside bodies. | No | Open | Council | 24 May 2023 | Leader of the Council - Cllr Joe Harris | Andrew Brown | | |

19 June 2023 Cabinet

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|---|-----|------|---------|-------------|---|---------------|--|--|
| Business Rates Discretionary Relief (exceeding £10,000) | No | Open | Cabinet | 19 Jun 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Mandy Fathers | | |
| Business Rates Discretionary Relief Reconsideration | No | Open | Cabinet | 19 Jun 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Mandy Fathers | | |
| Write off in excess of £5,000 To seek approval for writing off debts in excess of £5,000 | No | Open | Cabinet | 19 Jun 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Mandy Fathers | | |
| Procurement and Contract Management Strategy - Draft for Consultation | Yes | Open | Cabinet | 19 Jun 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Phil Martin | | |
| Development Management Improvement Programme | No | Open | Cabinet | 19 Jun 2023 | Cabinet Member for Development Management | Jon Dearing | | |

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|---|-----|-------------|---------|-------------|---|---------------------|--|--|
| | | | | | and Licensing - Cllr Juliet Layton | | | |
| Electric Vehicle Charging Point update report | Yes | Part exempt | Cabinet | 19 Jun 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Claire Locke | | |
| 17 July 2023 - Cabinet | | | | | | | | |
| Q4 Financial Performance Report | No | Open | Cabinet | 17 Jul 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey | Caleb Harris | | |
| Q4 Performance Report | No | Open | Cabinet | 17 Jul 2023 | Leader of the Council - Cllr Joe Harris | Mary-Ann Forrest | | |
| Asset Management Plan | No | Open | Cabinet | 17 Jul 2023 | Cabinet Member for Corporrate Services - Cllr Lisa Spivey | David Stanley | | |
| 4 September 2023 - Cabinet | | | | | | | | |
| Q1 Financial | No | Open | Cabinet | 4 Sep 2023 | Deputy Leader | David Stanley | | |

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|--|----|------|---------|------------|--|------------------|--|--|
| Performance Report | | | | | - Cabinet Member for Finance - Cllr Mike Evely | | | |
| Q1 Performance Report | No | Open | Cabinet | 4 Sep 2023 | Leader of the Council - Cllr Joe Harris | Mary-Ann Forrest | | |
| 4 December 2023 - Cabinet | | | | | | | | |
| Q2 Financial Performance Report | No | Open | Cabinet | 4 Dec 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | David Stanley | | |
| Q2 Performance Report | No | Open | Cabinet | 4 Dec 2023 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | Mary-Ann Forrest | | |
| Key decisions delegated to officers | | | | | | | | |