



**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 £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 six 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.

Joe Harris	Leader	Communications; Democratic Services; Executive functions and Corporate Plan delivery; Forward Planning and the Local Plan; Publica; Town and Parish Council liaison.
Mike Every (Deputy Leader)	Finance	Council transformation; Financial strategy and management; Grant funding and Crowdfund Cotswold; Property and Assets; Revenues and Benefits.
Mike McKeown	Climate Change and Sustainability	Climate and biodiversity emergency response; Community energy; Council sustainability; Energy efficiency programme; Sustainable transport.
Juliet Layton	Housing and Planning	Cotswold Lakes (formerly known as Cotswold Water Park); Development Management, Heritage and Conservation; Homelessness; Neighbourhood Planning; Regulatory Services – planning and building control; Strategic Housing.
Paul Hodgkinson	Health, Leisure and Visitor Experience	Community Safety Partnership; Culture; Leisure Centres; Museums; Parking Strategy and Operations; Public Health; Tourism.
Claire Bloomer	Communities	Cost of living support; Diversity, inclusion and young people; Domestic Abuse; Liaison with 3 <sup>rd</sup> sector; Refugee and Asylum Response; Safeguarding.
Tristan Wilkinson	Economy and Environment	Economic Development; Flooding; Sewage; Street Cleaning; UBICO; Waste and Recycling.

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>8 May 2025 - Cabinet</b>						
Cotswold Renewable Energy Study	No	Open	Cabinet	8 May 2025	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Olivia McGregor, Climate Change & Carbon Reduction Lead olivia.mcgregor@cotswold.gov.uk, Jasper Lamoon <a href="mailto:Jasper.Lamoon@publicagroup.uk">Jasper.Lamoon@publicagroup.uk</a>
Rural England Prosperity Fund 2025-26	Yes	Open	Cabinet Council	8 May 2025 21 May 2025	Cabinet Member for Economy and Environment - Cllr Tristan Wilkinson	Paul James, Economic Development Lead <a href="mailto:paul.james@cotswold.gov.uk">paul.james@cotswold.gov.uk</a>
Endorsement of the Cotswolds National Landscape Management Plan 2025-2030	No	Open	Cabinet	8 May 2025	Cabinet Member for Housing and Planning - Cllr Juliet Layton	Sophia Price Heritage and Design Manager <a href="mailto:Sophia.Price@Cotswold.gov.uk">Sophia.Price@Cotswold.gov.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>21 May 2025 - Full Council</b>						
Record of Attendance 2024/25	No	Open	Council	21 May 2025	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
Outside Body Appointments 2025/26	No	Open	Council	21 May 2025	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
Appointment of Committees 2025/26	No	Open	Council	21 May 2025	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>5 June 2025 - Cabinet</b>						
Net zero update and action required	No	Open	Cabinet	5 Jun 2025	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Olivia McGregor, Climate Change & Carbon Reduction Lead <a href="mailto:olivia.mcgregor@cotswold.gov.uk">olivia.mcgregor@cotswold.gov.uk</a>
Revocation of Cotswold District Affordable Housing Supplementary Planning Document (2007)	Yes	Open	Cabinet	5 Jun 2025	Leader of the Council - Cllr Joe Harris	Matthew Britton, Interim Forward Planning Lead <a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a>
Cirencester Town Centre Framework Masterplan Supplementary Planning Document Consultation	Yes	Open	Cabinet	5 Jun 2025	Leader of the Council - Cllr Joe Harris	Matthew Britton, Interim Forward Planning Lead <a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>10 July 2025 - Cabinet</b>						
Service Performance Report 2024-25 Quarter 4	No	Open	Cabinet	10 Jul 2025	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>
Financial Performance Report 2024-25 Quarter 4	No	Open	Cabinet	10 Jul 2025	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
Private Sector Housing and Caravan Sites, policy review and update	No	Open	Cabinet	10 Jul 2025	Cabinet Member for Housing and Planning - Cllr Juliet Layton	Philip Measures <a href="mailto:philip.measures@publicagroup.uk">philip.measures@publicagroup.uk</a>
Licenced HMO fee policy and HMO Amenity Standards policy	No	Open	Cabinet	10 Jul 2025	Cabinet Member for Housing and Planning - Cllr Juliet Layton	Philip Measures <a href="mailto:philip.measures@publicagroup.uk">philip.measures@publicagroup.uk</a>



Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>16 July 2025 - Full Council</b>						
Appointment of Independent Remuneration Panel Member(s)	No	Open	Council	16 July 2025	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
<b>4 September 2025 - Cabinet</b>						
Cotswold District Local Plan (2011-31) Regulation 19 Consultation	Yes	Open	Cabinet	4 Sep 2025	Leader of the Council - Cllr Joe Harris	Matthew Britton, Interim Forward Planning Lead <a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a>
Financial Performance Report 2025-26 Quarter 1	No	Open	Cabinet	4 Sep 2025	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
Service Performance Report 2025-26 Quarter 1	No	Open	Cabinet	4 Sep 2025	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>24 September 2025 - Full Council</b>						
Overview and Scrutiny Committee Annual Report for 2024/25	No	Open	Council	24 Sep 2025	Gina Blomefield, Chair of Overview and Scrutiny Committee	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
<b>16 October 2025 - Cabinet</b>						
Budget Strategy and Medium Term Financial Strategy Update	Yes	Open	Cabinet	16 Oct 2025	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
<b>20 November 2025 - Cabinet</b>						
Council Tax Support Scheme 2026/27	Yes	Open	Cabinet Council	20 Nov 2025 26 Nov 2025	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>26 November 2025 - Full Council</b>						
<b>8 January 2026 - Cabinet</b>						
Service Performance Report 2025-26 Quarter 2	No	Open	Cabinet	8 Jan 2026	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>
Financial Performance Report 2025-26 Quarter 2	No	Open	Cabinet	8 Jan 2026	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
Fees and Charges 2026/27	Yes	Open	Cabinet	8 Jan 2026	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
Budget Consultation Responses	Yes	Open	Cabinet	8 Jan 2026	Deputy Leader and Cabinet Member for Finance and	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
					Transformation - Cllr Mike Every	<a href="mailto:d.gov.uk">d.gov.uk</a>
<b>21 January 2026 - Full Council</b>						
<b>5 February 2026 - Cabinet</b>						
Budget 2026-27 and Medium Term Financial Strategy	Yes	Open	Cabinet Council	5 Feb 2026 23 Feb 2026	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
<b>23 February 2026 - Full Council</b>						
Pay Policy Statement 2026	No	Open	Council	23 Feb 2026	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every	John Llewellyn, Head of Human Resources <a href="mailto:john.llewellyn@publicagroup.uk">john.llewellyn@publicagroup.uk</a>
<b>5 March 2026 - Cabinet</b>						

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Service Performance Report 2025-26 Quarter 3	No	Open	Cabinet	5 Mar 2026	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>
Financial Performance Report 2025-26 Quarter 3	No	Open	Cabinet	5 Mar 2026	Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every-	Michelle Burge, Chief Accountant <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>
<b>18 March 2026 - Full Council</b>						
<b>16 April 2026 - Cabinet</b>						
<b>20 May 2026 - Full Council</b>						
Record of Attendance 2025/26	No	Open	Council	20 May 2026	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
Appointment of Committees 2026-27	No	Open	Council	20 May 2026	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
						<a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>
Outside Body Appointments 2026-27	No	Open	Council	20 May 2026	Leader of the Council - Cllr Joe Harris	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>