



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 **Telephone:** 01285 623000 **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 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.

| | | |
|----------------------------------|--|---|
| Mike Every | Leader | Executive functions and corporate plan delivery, Local government reorganisation and devolution, Town and parish council liaison, Communications, Publica and UBICO, Member development |
| Juliet Layton (Deputy Leader) | Housing and Planning | Strategic housing, Homelessness, Forward planning and the local plan, Development management, heritage and conservation, Biodiversity emergency response, Neighbourhood planning |
| Mike McKeown | Climate Change and Digital | Climate emergency response, Community energy and energy efficiency, Council sustainability and sustainable transport, Digital innovation, inclusion, and accessibility, Adoption and governance of AI technologies, Cybersecurity and data governance |
| Patrick Coleman | Finance | Financial strategy and management, Property and assets, Revenues and benefits, Grant funding and Crowdfund Cotswold |
| Paul Hodgkinson | Health, Culture and Visitor Experience | Public health, Parking operations and public toilets, Leisure centres, Culture and museums, Tourism, Community safety partnership |
| Claire Bloomer | Communities | Cost of living support, Liaison with third sector, Diversity, inclusion and young people, Safeguarding, Refugee and asylum response |
| Tristan Wilkinson | Economy and Council Transformation | Economic development, Council transformation, Business liaison, Flooding and sewage |
| Andrea Pellegram | Environment and Regulatory Services | Waste and recycling, Environmental and regulatory services, Street cleaning, Public realm |

| Item for Decision | Key Decision (Yes/No) | Exempti on Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|--|-----------------------|------------------|----------------|------------------|--|--|--|
| 8 January 2026 - Cabinet | | | | | | | |
| Waste Fleet Replacement | Yes | Open | Cabinet | 8 Jan 2026 | Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram | Peta Johnson peta.johnson@cotswold.gov.uk | Director of Communities and Place - Helen Martin |
| Equality Diversity and Inclusion (EDI) Policy (09/2023) Update | No | Open | Cabinet | 8 Jan 2026 | Leader of the Council - Councillor Mike Every | Cheryl Sloan, Assistant Director of Workforce, Strategy and Transformation cheryl.sloan@publicagroup.uk | Chief Executive Officer - Jane Portman |
| Service Performance Report 2025-26 Quarter 2 | No | Open | Cabinet | 8 Jan 2026 | Leader of the Council - Councillor Mike Every | Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk | Chief Executive Officer - Jane Portman |
| Community Infrastructure Levy - CIL Bid Recommendations | No | Open | Cabinet | 8 Jan 2026 | Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton | Kim Langford-Tejrar, Infrastructure Delivery Lead kim.langford-tejrar@westoxon.gov.uk | Director of Communities and Place - Helen Martin |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|--|-----------------------|-----------------|----------------|------------------|---|---|---|
| Financial Performance Report 2025-26 Quarter 2 | No | Open | Cabinet | 8 Jan 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| Fees and Charges 2026/27 | Yes | Open | Cabinet | 8 Jan 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| Budget Consultation Responses | Yes | Open | Cabinet | 8 Jan 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| Enforcement Agent Commissioning | No | Open | Cabinet | 8 Jan 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Mandy Fathers, Business Manager for Environmental, Welfare and Revenue | Business Manager Environmental, Welfare and Revenue Service - |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|---|-----------------------|-----------------|----------------|------------------|--|--|---|
| | | | | | | Service Mandy.Fathers@publicgroup.uk | Mandy Fathers |
| Corporate Enforcement Policy | No | Open | Cabinet | 8 Jan 2026 | Leader of the Council - Councillor Mike Every | Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk | Chief Executive Officer - Jane Portman |
| Carers Leave Policy and Procedure and Dogs at Work Policy | No | Open | Cabinet | 8 Jan 2026 | Leader of the Council - Councillor Mike Every | Carmel Togher carmel.togher@cotswold.gov.uk | Director of Governance and Development (Monitoring Officer) - Angela Claridge |
| Approval to Award Contract (Parking) | Yes | Fully exempt | Cabinet | 8 Jan 2026 | Cabinet Member for Health, Culture and Visitor Experience - Cllr Paul Hodgkinson | Maria Wheatley, Shared Parking Manager maria.wheatley@cotswold.gov.uk | Executive Director Corporate Services - Claire Locke |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|---|-----------------------|-----------------|---|-------------------------------|---|--|---|
| 21 January 2026 - Full Council | | | | | | | |
| Treasury Management Mid-Year Report | No | Open | Audit and Governance Committee Council | 4 Dec 2025 21 Jan 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| 5 February 2026 - Cabinet | | | | | | | |
| Local Nature Recovery Strategy | No | Open | Cabinet | 5 Feb 2026 | Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton | Danielle Berry, Natural, Built and Historic Environment Manager Danielle.berry@cotswold.gov.uk | Director of Communities and Place - Helen Martin |
| Budget 2026-27 and Medium Term Financial Strategy | Yes | Open | Cabinet Council | 5 Feb 2026 23 Feb 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|---|-----------------------|-----------------|-----------------|---------------------------|---|--|---|
| 23 February 2026 - Full Council | | | | | | | |
| Pay Policy Statement 2026 | No | Open | Council | 23 Feb 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Cheryl Sloan, Assistant Director of Workforce, Strategy and Transformation cheryl.sloan@publicagroup.uk | Director of Governance and Development (Monitoring Officer) - Angela Claridge |
| Budget 2026-27 and Medium term Financial Strategy | No | Open | Council | 23 Feb 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| 5 March 2026 - Cabinet | | | | | | | |
| Infrastructure Funding - Community Infrastructure Levy (CIL) Policy | Yes | Open | Cabinet Council | 5 Mar 2026 18 Mar 2026 | Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton | Kim Langford-Tejrar, Infrastructure Delivery Lead kim.langford-tejrar@westoxon.gov.uk | Director of Communities and Place - Helen Martin |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|--|-----------------------|-----------------|----------------|------------------|---|---|--|
| Service Performance Report 2025-26 Quarter 3 | No | Open | Cabinet | 5 Mar 2026 | Leader of the Council - Councillor Mike Every | Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk | Chief Executive Officer - Jane Portman |
| Financial Performance Report 2025-26 Quarter 3 | No | Open | Cabinet | 5 Mar 2026 | Cabinet Member for Finance - Councillor Patrick Coleman | Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk | Deputy Chief Executive (Section 151 Officer) - David Stanley |
| Biodiversity Action Plan | No | Open | Cabinet | 5 Mar 2026 | Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton | Danielle Berry, Natural, Built and Historic Environment Manager Danielle.berry@cotswold.gov.uk | Director of Communities and Place - Helen Martin |
| 18 March 2026 - Full Council | | | | | | | |
| 16 April 2026 - Cabinet | | | | | | | |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|-----------------------------------|-----------------------|-----------------|----------------|------------------|---|---|---|
| 20 May 2026 - Full Council | | | | | | | |
| Record of Attendance 2025/26 | No | Open | Council | 20 May 2026 | Leader of the Council - Councillor Mike Every | Andrew Brown, Head of Democratic and Electoral Services andrew.brown@cots.wold.gov.uk | Director of Governance and Development (Monitoring Officer) - Angela Claridge |
| Appointment of Committees 2026-27 | No | Open | Council | 20 May 2026 | Leader of the Council - Councillor Mike Every | Andrew Brown, Head of Democratic and Electoral Services andrew.brown@cots.wold.gov.uk | Director of Governance and Development (Monitoring Officer) - Angela Claridge |
| Outside Body Appointments 2026-27 | No | Open | Council | 20 May 2026 | Leader of the Council - Councillor Mike Every | Andrew Brown, Head of Democratic and Electoral Services andrew.brown@cots.wold.gov.uk | Director of Governance and Development (Monitoring Officer) - Angela Claridge |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer/ Report Author | Accountable Officer |
|---|-----------------------|-----------------|----------------|--------------------|---|---|--|
| Report Dates yet to finalised | | | | | | | |
| Cotswold Business Solar | No | Open | Cabinet | | Cabinet Member for Climate Change and Digital - Councillor Mike McKeown | Paul James, Economic Development Lead paul.james@cotswold.gov.uk , Olivia McGregor, Climate Change & Carbon Reduction Lead olivia.mcgregor@cotswold.gov.uk | Director of Communities and Place - Helen Martin |
| Cirencester Town Centre Framework Masterplan Supplementary Planning Document Consultation | Yes | Open | Cabinet | Before 30 Apr 2026 | Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton | Helen Martin, Director of Communities and Place helen.martin@cotswold.gov.uk | Director of Communities and Place - Helen Martin |