



**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.

Mike Every	Leader	Executive functions and corporate plan delivery, Local government reorganisation and devolution, town and parish council liaison, communications, Publica and UBICO, diversity, inclusion and young people.
Juliet Layton (Deputy Leader)	Housing and Planning	Strategic housing, homelessness, forward planning, the local plan and neighbourhood plans, development management, heritage and conservation, biodiversity emergency response, Member development.
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, Cost of living support.
Tony Dale	Health, Culture and Visitor Experience	Public health, parking operations and public toilets, leisure centres, culture and museums, tourism, safeguarding and Community Safety Partnership
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
<b>5 February 2026 - Cabinet</b>							
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 <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
Asbestos Management Plan	Yes	Open	Cabinet	5 Feb 2026	Leader of the Council - Councillor Mike Every	Amy Kemmett <a href="mailto:amy.kemmett@publicagroup.uk">amy.kemmett@publicagroup.uk</a>	Executive Director Corporate Services - Claire Locke
Agreement for Waste, Street Cleansing and Grounds Maintenance Services	Yes	Open	Cabinet	5 Feb 2026	Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram	Peta Johnson <a href="mailto:peta.johnson@cotswold.gov.uk">peta.johnson@cotswold.gov.uk</a>	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
<b>23 February 2026 - Full Council</b>							
Pay Policy Statement 2026	No	Open	Council	23 Feb 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Carmel Togher <a href="mailto:carmel.togher@cotswold.gov.uk">carmel.togher@cotswold.gov.uk</a>	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 <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
<b>5 March 2026 - Cabinet</b>							
Local Nature Recovery Strategy	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 <a href="mailto:Danielle.berry@cotswold.gov.uk">Danielle.berry@cotswold.gov.uk</a>	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
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 <a href="mailto:Danielle.berry@cotswold.gov.uk">Danielle.berry@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin
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 <a href="mailto:kim.langford-tejrar@westoxon.gov.uk">kim.langford-tejrar@westoxon.gov.uk</a>	Director of Communities and Place - Helen Martin
Approval to Award Contract (Parking)	Yes	Fully exempt	Cabinet	5 Mar 2026	Cabinet Member for Health, Culture and Visitor Experience - Cllr Paul Hodgkinson	Maria Wheatley, Shared Parking Manager <a href="mailto:maria.wheatley@cotswold.gov.uk">maria.wheatley@cotswold.gov.uk</a>	Executive Director Corporate Services - Claire Locke
Updated Public Services Agreement	Yes	Open	Cabinet	5 Mar 2026	Leader of the Council - Councillor Mike Every	Angela Claridge, Director of Governance and Development (Monitoring Officer) <a href="mailto:Angela.Claridge@Cotswold.gov.uk">Angela.Claridge@Cotswold.gov.uk</a>	Chief Executive Officer - Jane Portman

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
<b>18 March 2026 - Full Council</b>							
Community Governance Review	No	Open	Council	18 Mar 2026	Leader of the Council - Councillor Mike Every	Sarah Dalby, Elections Manager <a href="mailto:sarah.dalby@cotswold.gov.uk">sarah.dalby@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
<b>16 April 2026 - Cabinet</b>							
Service Performance Report 2025-26 Quarter 3	No	Open	Cabinet	16 Apr 2026	Leader of the Council - Councillor Mike Every	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>	Chief Executive Officer - Jane Portman
Financial Performance Report 2025-26 Quarter 3	No	Open	Cabinet	16 Apr 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>	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
CDC Strategic Risk Register	No	Open	Audit and Governance Committee  Cabinet	9 Apr 2026  16 Apr 2026	Leader of the Council - Councillor Mike Every	David Stanley, Deputy Chief Executive and Chief Finance Officer <a href="mailto:David.Stanley@cotswold.gov.uk">David.Stanley@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
Local Plan Update	No	Open	Cabinet	16 Apr 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Geraldine LeCointe, Assistant Director - Planning Services <a href="mailto:geraldine.lecointe@cotswold.gov.uk">geraldine.lecointe@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin
<b>20 May 2026 - Full Council</b>							
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 <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	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
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 <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	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 <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
<b>Report Dates yet to finalised</b>							
Cotswold Business Solar	No	Open	Cabinet		Cabinet Member for Climate Change and Digital - Councillor Mike McKeown	Paul James, Economic Development Lead <a href="mailto:paul.james@cotswold.gov.uk">paul.james@cotswold.gov.uk</a> , Olivia McGregor, Climate Change & Carbon Reduction Lead <a href="mailto:olivia.mcgregor@cotswold.gov.uk">olivia.mcgregor@cotswold.gov.uk</a>	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
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 <a href="mailto:helen.martin@cotswold.gov.uk">helen.martin@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin