



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)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
4 September 2025 - Cabinet							
Preventing Homelessness Strategy 2025 - 2030	Yes	Open	Cabinet	4 Sep 2025	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Caroline Clissold, Business Manager for Housing and Resident Services caroline.clissold@publicagroup.uk	Interim Executive Director Operations - Jon Dearing
Service Performance Report 2025-26 Quarter 1	No	Open	Cabinet	4 Sep 2025	Leader of the Council - Councillor Mike Every	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk	Chief Executive Officer - Jane Portman
Corporate Plan 2024-2028 Update	Yes	Open	Cabinet Council	4 Sep 2025 24 Sep 2025	Leader of the Council - Councillor Mike Every	Joseph Walker, Head of Economic Development and Communities joseph.walker@cotswold.gov.uk	Chief Executive Officer - Jane Portman
People and Culture Strategy	No	Open	Cabinet	4 Sep 2025	Leader of the Council - Councillor Mike	Angela Claridge, Director of Governance and	Chief Executive Officer - Jane Portman

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					Everymy	Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk	
Financial Performance Report 2025-26 Quarter 1	No	Open	Cabinet	4 Sep 2025	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
Private Sector Housing Civil Penalties Policy and HMO Amenity Standards Policy	No	Open	Cabinet	4 Sep 2025	Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram	Philip Measures, Service Lead Environmental Health - Food Safety & Licensing philip.measures@publicagroup.uk	Interim Executive Director Operations - Jon Dearing
24 September 2025 - Full Council							
Treasury Management	No	Open	Audit and Governance	14 Jul 2025	Cabinet Member for Finance -	Michelle Burge, Chief Accountant	Deputy Chief Executive (Section

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Outturn			Committee Council	24 Sep 2025	Councillor Patrick Coleman	and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	151 Officer) - David Stanley
16 October 2025 - Cabinet							
Car Parking Strategy	No	Open	Cabinet	16 Oct 2025	Paul Hodgkinson, Cabinet Member for Health, Culture and Visitor Experience	Susan Hughes, Business Manager for Support and Advice susan.hughes@publicagroup.uk	Interim Executive Director Operations - Jon Dearing
Safeguarding Policy Update - July 2025	No	Open	Cabinet	16 Oct 2025	Cabinet Member for Communities - Cllr Claire Bloomer	Paula Massey, Customer Enabling Manager Paula.Massey@publicagroup.uk	Interim Executive Director Corporate Services - Claire Locke, Business Manager Support and Advice - Susan Hughes
Private Sector Housing and Caravan Sites, policy review and	No	Open	Cabinet	16 Oct 2025	Deputy Leader and Cabinet Member for Housing and Planning – Juliet	Philip Measures, Service Lead Environmental Health - Food	Assistant Director - Resident Services

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update.					Layton	Safety & Licensing philip.measures@publicagroup.uk	
Cotswold District Local Plan (2011-31) Regulation 18 Consultation	Yes	Open	Cabinet	16 Oct 2025	Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning	Matthew Britton, Principal Planning Policy Officer matthew.britton@cotswold.gov.uk	Director of Communities and Place - Helen Martin
Cirencester Town Centre Framework Masterplan Supplementary Planning Document Consultation	Yes	Open	Cabinet	16 Oct 2025	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
Council Tax Support Scheme 2026/2027	No	Open	Cabinet	16 Oct 2025	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk	Interim Executive Director Operations - Jon Dearing

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Budget Strategy and Medium Term Financial Strategy Update	Yes	Open	Cabinet	16 Oct 2025	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
20 November 2025 - Cabinet							
Council Tax Support Scheme 2026/27	Yes	Open	Cabinet Council	20 Nov 2025 26 Nov 2025	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
Approval to Award Contract (Parking)	Yes	Fully exempt	Cabinet	20 Nov 2025	Cabinet Member for Health, Culture and Visitor Experience - Cllr Paul Hodgkinson	Maria Wheatley, Shared Parking Manager maria.wheatley@cotswold.gov.uk	Interim 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
26 November 2025 - Full Council							
Local Government Reorganisation Proposal	No	Open	Council	26 Nov 2025	Leader of the Council - Councillor Mike Every	Jane Portman, Interim CEO jane.portman@cotswold.gov.uk	Chief Executive Officer - Jane Portman
			Cabinet	26 Nov 2025			
26 November 2025 - Cabinet (for Local Government Reorganisation Proposal)							
8 January 2026 - Cabinet							
Equality Diversity and Inclusion (EDI) Policy (09/2023) Update	No	Open	Cabinet	8 Jan 2026	Leader of the Council - Councillor Mike Every	John Llewellyn, Head of Human Resources john.llewellyn@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

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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@cotswold.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@cotswold.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@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
21 January 2026 - Full Council							
Treasury Management Mid-Year Report	No	Open	Audit and Governance Committee	4 Dec 2025	Cabinet Member for Finance - Councillor Patrick	David Stanley, Deputy Chief Executive and	Deputy Chief Executive (Section 151 Officer) - David

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			Council	21 Jan 2026	Coleman	Chief Finance Officer David.Stanley@cotswold.gov.uk	Stanley
5 February 2026 - Cabinet							
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
23 February 2026 - Full Council							
Pay Policy Statement 2026	No	Open	Council	23 Feb 2026	Cabinet Member for Finance - Councillor Patrick Coleman	John Llewellyn, Head of Human Resources john.llewellyn@publicagroup.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Budget 2026-27 and Medium term Financial Strategy	No		Council	23 Feb 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer	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
						michelle.burge@cotswold.gov.uk	
5 March 2026 - Cabinet							
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
18 March 2026 - Full Council							
16 April 2026 - Cabinet							
20 May 2026 - Full Council							

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
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@cotswold.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@cotswold.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@cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge