



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**

DECEMBER 2021 – MARCH 2022

Published 01 November 2021

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 £100,000 or more, or one which generates savings of £100,000 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 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	Policy framework including the corporate plan, Coordination of executive functions, Democratic Services, Publica, Communications, Customer experience, Town and Parish Council Liaison, Democratic Renewal and Consultation, Cotswold Clean and Green Campaign
Mike Every (Deputy Leader)	Finance	Financial strategy and management, Revenue and benefits, Property and asset management, Car parking operations and 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 and Allowable solutions
Tony Dale	Economy and Council Transformation	Internal service transformation and improvement, Local Enterprise Partnership and county-wide partnerships, Economic Development and COVID-19 Economic Recovery, Council commercialisation, Internal council transformation, Tourism and Visitor Information Centres and Chamber of Commerce liaison
Andrew Doherty	Environment, Waste and Recycling	Waste and recycling, UBICO, Flooding, Public protection, Food safety, Cemeteries, Noise and public nuisance and Public toilets
Jenny Forde	Health and Wellbeing	COVID-19 response, Public health, wellbeing and mental health, Improving social mobility, Tackling social isolation, Crime, disorder and safety, Supporting and safeguarding people, Leisure, museums and culture, Support for community events (Stow Fair, Phoenix Festival, Fleece Fair, Moreton Show) and Young people
Juliet Layton	Development Management and Licensing	Development management, Heritage and design management, Landscape conservation, Cotswold Area of Outstanding Natural Beauty, Neighbourhood Development Plans, Licensing, Building Control and Cotswold Water Park
Lisa Spivey	Housing and Homelessness	Tackling homelessness and improving housing security, Delivery of social rented homes, Support for small housing developers and community land trusts, Promotion of self-build and system build housing, Strategic oversight of tenure and housing needs assessment, Liaison with housing developers and Housing Benefit and Universal Credit.

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Review of Three Year Grant Funding & Service Level Agreements for Existing Visitor information centres	No	No	Cabinet	6 Dec 2021	Tony Dale, Cabinet Member for the Economy and Council Transformation	Chris Jackson	Review will involve liaison with each of the relevant visitor information centres & associated stakeholders - NOTE this is not a formal consultation but engagement to determine services being provided and options for future delivery to ensure the visitor information centres can help deliver the council priorities for the visitor economy including objectives stated within the destination management plan for Cotswolds Tourism. Each centre has provided relevant documentation and attended a virtual meeting with Shared Tourism services	

							manager in September, Further liaison will happen during October involving the portfolio holder.	
Recharging Election Costs to Town and Parish Councils	No	No	Cabinet	6 Dec 2021	Mike Every, Deputy Leader and Cabinet Member for Finance	Robert Weaver		
Publica Update Report	No	No	Cabinet	6 Dec 2021	Joe Harris, Leader of the Council	Jenny Poole	Cabinet Members Senior Officers	
The Cotswold Club	Yes	Yes	Cabinet	6 Dec 2021	Mike Every, Deputy Leader and Cabinet Member for Finance	Claire Locke	Cabinet Members Senior Officers	Carbon reduction data
Council, Priority and Service Performance Report - 2021/22 – Q2	No	No	Cabinet	6 Dec 2021	All relevant Cabinet Members	Robert Weaver		
Green Economic Growth Strategy Six Monthly Update	No	No	Cabinet	6 Dec 2021	Tony Dale, Cabinet Member for the Economy and Council Transformation	Paul James	Cotswold Economic Advisory Group	
Options for Parking Enforcement	Yes	No	Cabinet	6 Dec 2021	Mike Every, Deputy Leader and Cabinet	Mandy Fathers	Leader and Deputy Leader, Chief Executive and Deputy	

					Member for Finance		Chief Executive, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Director of Finance (Publica), Parking Manager	
Trinity Road Offices	Yes	Yes	Cabinet Council	6 Dec 2021 15 Dec 2021	Mike Every, Deputy Leader and Cabinet Member for Finance	Cabinet Members Senior Officers	Feasibility studies including carbon reduction	
Use of the Internet and Social Media for Investigations and Enforcement Policy	No	No	Cabinet	10 Jan 2022	Joe Harris, Leader of the Council	Emma Cathcart	Senior Managers, Governance Group, Audit Committee	None
Broadband Update	No	No	Cabinet	10 Jan 2022	Tony Dale, Cabinet Member for the Economy and Council Transformation	Paul James	Cotswold Economic Advisory Group, Fastershire	
Approval of the Approach to Litter Bin Placement and Renewal Programme in Cotswold District	No	No	Cabinet	10 Jan 2022	Andrew Doherty, Cabinet Member for the Environment, Waste and Recycling	Scott Williams		
S151 Funding Allocation	No	No	Cabinet	10 Jan 2022	Jenny Forde, Cabinet Member	Jacqueline Wright		

					for Health and Wellbeing			
Funding for Electric Vehicle Charging Infrastructure	Yes	No	Cabinet	10 Jan 2022	Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning	Claire Locke		
Budget 2022/23 Consultation Feedback	No	No	Cabinet	10 Jan 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole	Budget consultation took place from 5 October to 19 November 2021. This report presents the feedback from the consultation exercise to Cabinet.	October 2021 Cabinet report on update to MTFS and budget proposals 2022/23.
Review of Car Park Fees and Charges	Yes	No	Cabinet	10 Jan 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Mandy Fathers	Engagement with communities, businesses and Town and Parish Councils took place between 5 October and 19 November as part of consultation on the Council's budget proposals for 2022-23. The outcome of the budget consultation survey has informed the recommendations.	

Procurement of External Audit Contract	No	No	Cabinet	10 Jan 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Jenny Poole	Audit Committee considered this on 21 October 2021. Feedback will be included in the Cabinet report.	
Treasury Management Mid-Term Report	No	No	Council	15 Dec 2021	Mike Evey, Deputy Leader and Cabinet Member for Finance	Jenny Poole	Audit Committee considered this on 21 October 2021. Feedback will be included in the Cabinet report.	