



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**

MAY 2022 – DECEMBER 2022

Published 29 April 2022

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 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
Approval for the use of funds from the Capital Programme to invest in the Council's leisure facilities	No	No	Council	25 May 2022	Jenny Forde, Cabinet Member for Health and Wellbeing	Scott Williams		
Leisure and Culture Management Options Appraisal	Yes	Yes	Council	25 May 2022	Jenny Forde, Cabinet Member for Health and Wellbeing	Scott Williams		
Corporate Plan Refresh – Cabinet and Council	No	No	Council	25 May 2022	Joe Harris, Leader of the Council	Robert Weaver		
Changes to the Constitution – Update to the Council Procedure rules	No	No	Council	25 May 2022	Councillor Joe Harris Leader of the Council	Angela Claridge	Constitution Working Group	CDC Constitution
Community Governance Review	Yes	No	Council	25 May 2022	Joe Harris, Leader of the Council	Sarah Dalby/Rob Weaver	Follow up report on Community Governance Review with results of consultations	Draft timetable and process for Community Governance Review
Cabinet/Scrutiny Protocol – draft for consideration by the Cabinet.	No	No	Cabinet Council	6 June 2022 20 July	Councillor Joe Harris Leader of the Council	Angela Claridge,	Constitution Working Group – 10 th February 2022 4 th May 2022	

				2022			Overview and Scrutiny Committee – 24 th May 2022	
Investments under the recovery strategy	Yes	Yes	Cabinet	6 June 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Jenny Poole	Capital Programme Investment Board	
Legal and Estates Standard Fees	Yes	No	Cabinet	6 June 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jasmine McWilliams		
Whistleblowing Policy Approval	No	No	Cabinet	6 June 2022	Joe Harris, Leader of the Council	Emma Cathcart	Legal Services Team – draft approval JMT/CMT – briefed Governance Group – briefed CDC - Audit Committee – April 2022	None
Procurement and Contract Management Strategy – Draft for Consultation	No	No	Cabinet	6 June 2022	Mike Every, Deputy Leader and Cabinet Member for Finance		Approved by the Audit Committee on the 28th April 2022	Procurement and Contract Management Strategy.
Old Station – permission to proceed with a partner/investment	Yes	No	Cabinet	6 June 2022	Mike Every, Deputy Leader and Cabinet Member for	Jenny Poole	Town Council Civic Society	None

					Finance Joe Harris, Leader of the Council			
Recovery Investment Strategy	No	No	Council	July 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Legal Services Review	No	No	Council Cabinet	20 July 2022 July 2022	Joe Harris, Leader of the Council	Jenny Poole		
Independent Remuneration Panel	Yes	No	Council	July 2022	Joe Harris, Leader of the Council	Angela Claridge		
Green Economic Growth Strategy – Six Monthly Update	No	No	Cabinet	July 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Paul James		Green Economic Growth Strategy 2021-25
Draft Financial outturn and Q4 Performance Report	No	No	Cabinet	July 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Investments under the recovery strategy	Yes	Yes	Cabinet	July 2022	Tony Dale, Cabinet Member for Economy and Council	Jenny Poole		

					Transformation			
UK Shared Prosperity Fund	Yes	No	Cabinet	July 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Paul James	Cotswold Economic Advisory Group. UK Shared Prosperity Fund Steering Group. Senior Officers and Cabinet Members.	UK Shared Prosperity Fund prospectus (April 2013)
Draft Q1 Financial and ,Performance Report	No	No	Cabinet	Sept 2022	Mike Evemy, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Draft Q2 Financial and ,Performance Report	No	No	Cabinet	Dec 2022	Mike Evemy, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Peer Review Update	No	No	Cabinet	Dec 2022	Joe Harris, Leader of the Council	Rob Weaver		
