



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 meets nine times a year; 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 Everymy	Leader	Executive functions and corporate plan delivery; Local Government Reorganisation and devolution; Town and parish council liaison; Communications; Publica and UBICO; Diversity and inclusion.
Juliet Layton	Deputy Leader and 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	Leisure, Culture and Visitor Experience	Parking operations and strategy; Leisure centres; Culture and museums; Public toilets; Tourism.
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.
Paul Evans	Health and Communities	Public health; Safeguarding and Community Safety Partnership; Liaison with third sector; Young people and older people.

Item for Decision	Key Decision (Yes/No)	Exempti on Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
10 September 2026 - Cabinet							
Private Sector Housing Civil Penalty Policy	No	Open	Cabinet	10 Sep 2026	Andrea Pellegram, Cabinet Member for Environment and Regulatory Services	Philip Measures, Service Lead Environmental Protection philip.measures@publicagroup.uk	Executive Director Corporate Services - Claire Locke
Council Performance Report - Q1 2026/27	Yes	Open	Cabinet	10 Sep 2026	Leader of the Council - Councillor Mike Every	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Chief Executive Officer - Jane Portman
Review and approval of Grants Management Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@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
Review and approval of updated Counter Fraud and Anti-Corruption Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
Review and approval of updated Proceeds of Crime and Anti Money Laundering Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
People and Culture Strategy - Implementation plan years 2 and 3.	No	Open	Cabinet	10 Sep 2026	Leader of the Council - Councillor Mike Every	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Health and Safety Delegated Responsibility Framework	No	Open	Cabinet	10 Sep 2026	Leader of the Council - Councillor Mike Every	Amy Kemmett amy.kemmett@publicagroup.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
Suitable Alternative Natural Greenspace Spending 2026	No	Open	Cabinet	10 Sep 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Ruby Moore ruby.moore@cotswold.gov.uk	Director of Communities and Place - Helen Martin
Establishing a Voluntary Joint Committee - Local Government Reorganisation	Yes	Open	Cabinet	10 Sep 2026	Leader of the Council - Councillor Mike Every	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
23 September 2026 - Full Council							
Motion report - Food and Farming	Yes	Open	Council	23 Sep 2026	Leader of the Council - Councillor Mike Every	Tim Atkins, Interim Assistant Director - Communities & Place tim.atkins@cotswold.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
Treasury Management Outturn 2025/26	No	Open	Council	23 Sep 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
Polling Station Review	No	Open	Council	23 Sep 2026	Leader of the Council - Councillor Mike Evely	Sarah Dalby, Elections Manager sarah.dalby@cotswold.gov.uk	Chief Executive Officer - Jane Portman
Constitution Working Group Recommendations - National Scheme of Delegation (Discharge of Local Planning Authority Functions Regulations 2026)	No	Open	Council	23 Sep 2026	Leader of the Council - Councillor Mike Evely	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Establishing a Voluntary Joint Committee - Local	No		Council	23 Sep 2026	Leader of the Council - Councillor Mike	Angela Claridge, Director of Governance and	Director of Governance and Development

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Government Reorganisation					Everymy	Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk	(Monitoring Officer) - Angela Claridge
15 October 2026 - Cabinet							
2027/28 Budget Strategy and Medium Term Financial Strategy (MTFS) Update	No	Open	Cabinet	15 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk 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 Strategy and Enforcement Policy	No	Open	Cabinet	15 Oct 2026	Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram	Philip Measures, Service Lead Environmental Protection philip.measures@publicagroup.uk	Business Manager Environmental, Welfare and Revenue Service - Mandy Fathers

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018	Yes	Open	Cabinet	15 Oct 2026	Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram	Kevin Lea, Enviro-Crime Programmes Officer Kevin.Lea@publicagroup.uk	Business Manager Environmental, Welfare and Revenue Service - Mandy Fathers
Write off in excess of £5,000	No	Open	Cabinet	15 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk	Business Manager Environmental, Welfare and Revenue Service - Mandy Fathers
Council Tax Premium on second homes and long-term empties for properties restricted to those aged 55 years and over	No	Open	Cabinet	15 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk	Business Manager Environmental, Welfare and Revenue Service - Mandy Fathers 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
Council Tax Discount for terminally ill residents	Yes	Open	Cabinet	15 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicgroup.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
19 November 2026 - Cabinet							
Community Infrastructure Levy (CIL) Funding Statement 2025/26	No	Open	Cabinet	19 Nov 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
Council Tax Support Scheme 2027/28	Yes	Open	Cabinet	19 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicgroup.uk	Business Manager Environmental, Welfare and Revenue Service - Mandy Fathers

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
25 November 2026 - Full Council							
Programme of Meetings 2027/28	No	Open	Council	25 Nov 2026	Leader of the Council - Councillor Mike Every	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Members Allowances Scheme 2027/28	No	Open	Council	25 Nov 2026	Leader of the Council - Councillor Mike Every	Simon Harper, Head of Democratic and Electoral Services simon.harper@cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Council Tax Discount for terminally ill residents	Yes		Council	25 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publi-cagroup.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
Council Tax Support Scheme 2027/28	Yes		Council	25 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publi-cagroup.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
Council Tax Premium on second homes and long-term empties for properties restricted to those aged 55 years and over	No		Council	25 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publi-cagroup.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
14 January 2027 - Cabinet							
Council Performance Report - Q2 2026/27	Yes	Open	Cabinet	14 Jan 2027	Leader of the Council - Councillor Mike Every	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots-wold.gov.uk	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
Fees and Charges 2027/28	No	Open	Cabinet	14 Jan 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
20 January 2027 - Full Council							
2026/27 Treasury Management Mid-Year Report	No	Open	Council	20 Jan 2027	Cabinet Member for Finance - Councillor Patrick Coleman	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk Michelle Burge, Chief Accountant and Deputy Section 151	Chief Accountant - Michelle Burge 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
						Officer michelle.burge@cotswold.gov.uk	
11 February 2027 - Cabinet							
Budget 2027-28, Capital Programme and Medium Term Financial Strategy	No	Open	Cabinet	11 Feb 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
22 February 2027 - Full Council - Budget Council							
Budget 2027/28, Capital Programme and Medium Term	No	Open	Council	22 Feb 2027	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
Financial Strategy						michelle.burge@cotswold.gov.uk David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	
Pay Policy Statement 2027	No	Open	Council	22 Feb 2027	Leader of the Council - Councillor Mike Every	Carmel Togher carmel.togher@cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Council Tax 2027/28	No	Open	Council	22 Feb 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk David Stanley, Deputy Chief Executive and Chief Finance 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
						David.Stanley@cotswold.gov.uk	
11 March 2027 - Cabinet							
Council Performance Report Q3 2026/27	Yes	Open	Cabinet	11 Mar 2027	Leader of the Council - Councillor Mike Every Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Chief Executive Officer - Jane Portman Deputy Chief Executive (Section 151 Officer) - David Stanley,
17 March 2027 - Full Council							
26 May 2027 - Full Council - Annual Council							
Record of Attendance 2026/27	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Every	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-	Director of Governance and Development (Monitoring Officer) - Angela

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
						Daste@Cotswold.gov.uk	Claridge
Appointments to Outside Bodies 2027/28	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Every	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Head of Democratic and Electoral Services - Simon Harper
Appointment of Committees 2027/28	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Every	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Head of Democratic and Electoral Services - Simon Harper
Cabinet Member delegated decisions							
Cabinet Member for Housing and Planning Decision	No	Open	Deputy Leader and Cabinet Member for	25 Sep 2026	Deputy Leader and Cabinet Member for Housing and	Mark Harrison, Senior Local & Neighbourhood	Head of Planning Policy and Infrastructure

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Meeting			Housing and Planning – Juliet Layton		Planning – Juliet Layton	Planning Policy Officer mark.harrison@cotswold.gov.uk	(Interim) - Andrew Maxted
Agreement of BoTW Tourism Levy Project Funding for 2026/2027	No	Open	Cabinet Member for Finance - Councillor Patrick Coleman	20 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Maria Wheatley, Shared Parking Manager maria.wheatley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley