



**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**

Forward Plan – December 2023 – May 2024  
Published 1 December 2023

**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**

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)

Telephone: 01285 623000; Fax: 01285 623907

### **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.

Joe Harris	Leader	Coordination of executive functions, Policy framework including the corporate plan, Publica, Council communications, Democratic services, Housing and homelessness, Clean and green campaign and street cleaning, Town and parish council liaison
Mike Evely (Deputy Leader)	Finance	Financial strategy and management, Property and assets, Waste and recycling, Revenues and benefits, Grants, Public toilets, UBICO
Mike McKeown	Climate Change and Sustainability	Climate and biodiversity emergency response, Community energy, Sustainable transport, Retrofit, Council sustainability
Tony Dale	Economy and Council Transformation	Business transformation, Local Enterprise Partnership and county-wide partnerships, Economic development, Car parking operations and strategy, Tourism and visitor information centres, Chamber of Commerce liaison, Customer experience and channel shift
Juliet Layton	Planning and Regulatory Services	Development management, Forward planning and the local plan, Heritage and design management, Environmental and regulatory services, Cotswold Water Park
Paul Hodgkinson	Health, Leisure and Culture	Public health, Mental health, Leisure centres, Museums, Culture , Young people
Lisa Spivey	Communities and Public Safety	Improving social mobility and social isolation, Flooding and sewage, Safeguarding, Domestic abuse, Police liaison and crime, Refugees, Crowdfund Cotswold, Member Development
Claire Bloomer	Cost of Living and Inclusion	Cost of living support, Liaison with 3 <sup>rd</sup> sector, Diversity and inclusion, Supporting women and minorities

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
<b>7 December 2023 - Cabinet</b>						
Q2 Financial Performance Report	No	Open	Cabinet	28 Nov 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Q2 Performance Report	No	Open	Cabinet	28 Nov 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Council Tax Support Scheme 2024/2025	Yes	Open	Cabinet Council	7 Dec 2023 24 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk
Draft Cotswold Housing Strategy	Yes	Open	Cabinet	28 Nov 2023	Leader of the Council - Cllr Joe Harris	James Brain, Forward Planning Manager james.brain@cotswold.gov.uk
Increase in Fixed Penalty Notice fines for fly-tipping, duty of care, littering and graffiti.	No	Open	Cabinet	7 Dec 2023	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Philip Measures philip.measures@publicagroup.uk
Proactive Delivery of	No	Open	Cabinet	28 Nov 2023	Leader of the Council -	Charlie Jackson, Assistant Director - Planning and

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Affordable Housing					Cllr Joe Harris	Sustainability charlie.jackson@publicagrou p.uk
<b>11 January 2024 - Cabinet</b>						
Corporate Plan 2024-2027	Yes	Open	Cabinet Council	8 Jan 2024 24 Jan 2024	Leader of the Council - Cllr Joe Harris	Robert Weaver, Chief Executive robert.weaver@cotswold.go v.uk
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy	No	Open	Cabinet	11 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.g ov.uk
Review of Parking Charges	Yes	Open	Cabinet	11 Jan 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Maria Wheatley, Shared Parking Manager maria.wheatley@cotswold.g ov.uk
2024/25 Budget Consultation Feedback Report	No	Open	Cabinet	11 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov .uk
Asset Management Plan	No	Open	Cabinet	11 Jan 2024	Deputy Leader - Cabinet Member for Finance -	David Stanley, Deputy Chief Executive and Chief Finance Officer

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
					Cllr Mike Evemy	David.Stanley@cotswold.gov.uk
The Green Infrastructure Strategy	Yes	Open	Cabinet	11 Jan 2024	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Lesley Davies, Planning Policy Officer lesley.davies@cotswold.gov.uk
Cotswold District Local Plan - Partial Update	Yes	Open	Cabinet	8 Jan 2024	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	James Brain, Forward Planning Manager james.brain@cotswold.gov.uk
The Old Station and Memorial Cottages - Investment Decision	Yes	Part exempt Containing commercially sensitive information	Cabinet Council	11 Jan 2024 24 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Mark Stedman, Senior Project Manager Mark.Stedman@publicagroup.uk
Agile working and future tenancies at Trinity Road Council Offices	No	Part exempt Annexes will include commercially sensitive information relating to the business model, income and costs for	Cabinet	8 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Claire Locke, Assistant Director for Property and Regeneration Claire.Locke@publicagroup.uk

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
		specific tenants				
Recommendations of Public Conveniences Working Group	No	Open	Cabinet	11 Jan 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Claire Locke, Assistant Director for Property and Regeneration Claire.Locke@publicagroup.uk
<b>24 January 2024 - Full Council</b>						
Polling District and Places Review	No	Open	Council	24 Jan 2024	Leader of the Council - Cllr Joe Harris	Sarah Dalby, Elections Manager sarah.dalby@cotswold.gov.uk
Community Governance Review - Upper Rissington	No	Open	Council	24 Jan 2024	Leader of the Council - Cllr Joe Harris	Sarah Dalby, Elections Manager sarah.dalby@cotswold.gov.uk
Amendments to the Constitution	No	Open	Council	24 Jan 2024	Leader of the Council - Cllr Joe Harris	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk
<b>1 February 2024 - Cabinet</b>						
2024/25 Revenue Budget, Capital	Yes	Open	Cabinet	1 Feb 2024	Deputy Leader - Cabinet Member for Finance -	David Stanley, Deputy Chief Executive and Chief Finance



Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Programme and Medium-Term Financial Strategy Report			Council	21 Feb 2024	Cllr Mike Evely	Officer David.Stanley@cotswold.gov.uk
2024/25 Budget – Fees and Charges Report	Yes	Open	Cabinet Council	1 Feb 2024 21 Feb 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Channel Choice and Telephone Access Update	Yes	Open	Cabinet	1 Feb 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Jon Dearing, Assistant Director for Resident Services jon.dearing@cotswold.gov.uk
Publica Transition Plan	Yes	Open	Cabinet Council	1 Feb 2024 21 Feb 2024	Leader of the Council - Cllr Joe Harris	Robert Weaver, Chief Executive robert.weaver@cotswold.gov.uk
<b>21 February 2024 - Full Council</b>						
<b>7 March 2024 - Cabinet</b>						
Q3 Performance Report 2024	No	Open	Cabinet	7 Mar 2024	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Q3 Financial Performance Report 2024	No	Open	Cabinet	7 Mar 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Fixed Penalty Notice Policy	No	Open	Cabinet	7 Mar 2024	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publica.group.uk
Retail Relief 2024 - Business Rates	No	Open	Cabinet	7 Mar 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publica.group.uk
<b>20 March 2024 - Full Council</b>						
<b>4 April 2024 - Cabinet</b>						
<b>9 May 2024 - Cabinet</b>						
<b>15 May 2024 - Full Council</b>						
<b>Key decisions delegated to officers</b>						