

## EXECUTIVE COMMITTEE FORWARD PLAN

### STANDING ITEMS:

- Executive Committee Forward Plan – To consider forthcoming items.
- Feedback from Chair of Overview & Scrutiny Committee.
- Feedback from Chair of Audit & Governance Committee – following Audit & Governance Committee meetings.

#### Additions to 10 January 2024

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- #### Deletions from 19 January 2024
- ICT Strategy – moved to 20 March 2024
  - Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy – moved to 7 February 2024
  - Discretionary Support Policy – moved to 7 February 2024
  - Purchase of Additional Temporary Accommodation – moved to 20 March 2024

Committee Date: 7 February 2024

Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
Budget 2024/25 (Annual).	Section 32 of the Local Government Finance Act 1992 requires a balanced budget to be set on a timely basis and resultant Council tax setting. <i>(Statutory report)</i>	Executive Director: Resources and S151.	Lead Member for Finance and Asset Management	Previous budget (2023/24) approved by Council 21 February 2023.  <a href="#">Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</a>  NB: Transform Working Group will meet from September onwards to	No.

**NB – Items in bold are changes from the previous plan**

Committee Date: 7 February 2024					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
				consider the budget formulation.	
<b>Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy</b>	To approve the policy. (Service related policy)	Head of Service: Revenues and Benefits	Lead Member for Finance and Asset Management	None.	Yes – moved from 29 November 2023 for further Member engagement.
<b>Discretionary Support Policy</b>	To approve the policy. (Service related policy)	Head of Service: Revenues and Benefits	Lead Member for Finance and Asset Management	None.	Yes – moved from 29 November 2023 for further Member engagement.
<b>Second Homes Discount Premiums</b>	New policy - Recommendation to Council.	Head of Service: Revenues and Benefits	Lead Member for Finance and Asset Management		No
<b>Care Leavers Discount</b>	Amendment to policy,	Head of Service: Revenues and Benefits	Lead Member for Finance and Asset Management		No
<b>Council Tax Reduction Scheme</b>	Annual requirement.	Head of Service: Revenues and Benefits	Lead Member for Finance and Asset Management		No

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Committee Date: 7 February 2024					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
<b>Council Tax Discounts</b>	<b>Head of Service: Revenues and Benefits</b>	<b>Lead Member for Finance and Asset Management</b>		No	<b>Head of Service: Revenues and Benefits</b>
<b>Asset Management Plan</b>	To provide a framework which can secure the operational and financial benefits of the corporate estate. <i>(Action within the Council Plan 2020/24)</i>	<b>Head of Service: Asset Management</b>	<b>Lead Member for Finance and Asset Management</b>	None.	Yes – moved from 29 November 2023 and 10 January 2024 due to other work taking priority e.g. heating replacement system, webcasting.

NB – Items in bold are changes from the previous plan

Committee Date: 20 March 2024					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
Council Plan Performance Tracker – Quarter Three 2023/24.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter three performance management information.  <i>(Council Plan is the strategic document which sets out the priorities of the Council)</i>	Director: Corporate Resources	Leader of the Council	None - will be presented to Overview and Scrutiny Committee on 13 February 2024.	No.
New Council Plan 2024-2029	To make a recommendation to Council which sets out the new strategic priorities and ambition for the Council.  <i>(Council Plan is the strategic document which sets out the priorities of the Council)</i>	Director: Corporate Resources	Leader of the Council	None – new plan to be developed from September onwards.	No.

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Committee Date: 20 March 2024					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
Financial Update - Quarter Three 2023/24.	<p>Third quarterly monitoring report on the outturn position of the Council's revenue budget. The report also details the expenditure to date against both the capital programme and approved reserves.</p> <p><i>(Finance and Resources is a priority within the Council Plan 2020-24)</i></p>	Executive Director: Resources and S151	Lead Member for Finance and Asset Management	<p>2023/24 budget approved by Council 21 February 2023.</p> <p><a href="#">Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</a></p>	No.
<b>ICT Strategy.</b>	<p><b>To deliver the Council's priorities and to support day to day operational activities it is essential the Council's ICT infrastructure is as effective and secure as possible. The new strategy (2024/28) will build upon existing</b></p>	<b>Associate Director: IT and Cyber</b>	<b>Lead Member for Corporate Governance</b>	<p><b>ICT Strategy 2020-24 approved by Executive Committee 5 February 2020.</b></p> <p><a href="#">Agenda for Executive on Wednesday, 5 February 2020, 2:00 pm - Tewkesbury Borough Council</a></p>	<b>Moved from January 2024 pending appointment of a new IT Manager.</b>

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Committee Date: 20 March 2024					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
	<b>arrangements and identify key work streams and actions, particularly around cyber security.</b> <b>(Fundamental to service objectives and good corporate governance)</b>				

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## PENDING ITEMS

Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Has agenda item previously been deferred? Details and date of deferment required
First Floor Refurbishment Project.	To approve the project.	Head of Service: Asset Management.	Lead Member for Finance and Asset Management	Moved from 6 September 2023 as this will not be delivered until the new heating system is in place.
CIL Review of Charging Schedule(s) with the new 'draft' Charging Schedule submitted for approval to go out to formal public consultation.	To consider and make a recommendation to Council.	Associate Director: Planning	Lead Member for Built Environment	January 2022. JSP partners to undertake the review at the same time.
Equalities and Diversity Policy.	To approve the Equalities and Diversity Policy.	Associate Director: People, Culture and Performance	Lead Member for Staff and Culture	Removed from 5 October 2022 and added to pending on 21 September 2022.
To approve the 'Health in All Policies' policy.	To approve a policy to better consider the Council's approach to health and wellbeing in the community.	Director: Communities.	Lead Member for Housing, Health and Wellbeing	Removed from 1 February 2023 until the policy has been considered by Management Team.
Volunteering Policy.	To approve the Volunteering Policy.	Associate Director: People, Culture and Performance	Lead Member for Staff and Culture	Removed from 1 March 2023 until the new Council is in place.

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Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Has agenda item previously been deferred? Details and date of deferment required
Economic Development and Tourism Strategy.	<p>The strategy outlines how the Council will help promote a strong and diverse local economy, support business growth, inform spatial planning strategy, support regeneration, encourage inward investment and maximise visitor numbers to the area.</p> <p><i>(Council priority)</i></p>	Head of Service: Community and Economic Development	Lead Member for Economic Development/ Promotion	Deferred from October 2023 pending the outcome of Gloucestershire County Council's strategy.
Housing Strategy Monitoring Report (Annual).	To approve the annual action plan to deliver the priorities within the strategy.	Head of Service: Housing	Lead Member for Housing Health and Wellbeing	Yes – due to be considered at the meeting on 10 January 2024, moved pending a review of the strategy.

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Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Has agenda item previously been deferred? Details and date of deferment required
New Waste Depot	<p>To approve the project approach and principles for a new waste depot with partner council(s).</p> <p><i>(Fundamental to service delivery)</i></p>	Director: Communities	Lead Member for Clean and Green Environment	<p>Yes – due to be considered at the meeting on 29 November 2023. Delayed due to a key member of staff from one of the partner Councils moving jobs – awaiting notification of a lead Officer for that Council to be able to start to develop a high level project plan. Moved to pending items until timescales are clear.</p>

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**ITEMS FOR 2024/25**

Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Has agenda item previously been deferred? Details and date of deferment required
Parking Strategy Review	To approve the revised Parking Strategy.	Executive Director: Place	Lead Member for Economic Development/Promotion	Agreed with Lead Member in August 2023 to defer the previous review and for a new review to be carried out in 2024/25.
Pavement Licensing Policy	To approve the policy.	Licensing Team Leader	Lead Member for Clean and Green Environment	Due to be considered in September 2023 but moved to 2024/25 due to delay with legislation.

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