

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 20 March 2024

- Handling of invalid planning applications
- Confidential Reports – Grant of Easement, Financial Write-Off and Section 106 Indexation Write-Off

Deletions from 20 March 2024

- ICT Strategy – deferred until July pending new Director taking up their post.
- Council Plan 2024-2029 – report to go straight to Council in April
- Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy – deferred until June
- Discretionary Support Policy – deferred until June

Committee Date: 5 June 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 |
|---------------------|--|------------------------------|---------------------------|---|--|
| Safeguarding Policy | A policy to demonstrate the Council is committed to working in partnership with others to safeguard children and vulnerable adults from all forms of abuse, neglect and exploitation. <i>(key governance framework)</i> | Director: Community Services | Lead Member for Community | Previous policy approved by Executive Committee 4 March 2020 Agenda for Executive on Wednesday, 4 March 2020, 2:00 pm - Tewkesbury Borough Council | No |

Committee Date: 5 June 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 Tax, Business rates and Housing Benefits Overpayments Debt Recovery Policy | 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. Moved from 7 February and 20 March 2024 due to Officer resources. |
| Discretionary Support Policy | 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. Moved from 7 February and 20 March 2024 due to Officer resources. |

Committee Date: 17 July 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 Four 2023/24 | To receive and respond to the findings of the Overview and Scrutiny Committee's review of quarter four 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 11 June 2024. | No. |
| Financial Outturn Report (including Capital Financing and Earmarked Reserves) | Annual report on the position of the Council's revenue budget. The report also details the expenditure to date against both the capital programme and approved reserves. <i>(Finance and Resources is a priority</i> | Executive Director: Resources | Lead Member for Finance and Asset Management | 2024/25 budget approved by Council 27 February 2024: Report to: (tewkesbury.gov.uk) | No. |

Committee Date: 17 July 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 |
|---|--|-------------------------------|---|--------------------------|---|
| | <i>within the Council Plan 2020-24)</i> | | | | |
| Equalities, Diversity and Inclusion Policy and action plan. | A new policy to create fairer opportunities for everyone in the borough. The policy will also explain the expectations on our workforce, as we work together to design and deliver services. | Director: Corporate Resources | Lead Member for Staff and Culture/Lead Member for Housing, Health and Wellbeing | None | Removed from pending items where it was placed on 21 September 2022. |

Committee Date: 4 September 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 One 2024/25 | The first 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. | Executive Director: Resources | Lead Member for Finance and Asset Management | 2024/25 budget approved by Council 27 February 2024: Report to: (tewkesbury.gov.uk) | No |
| Economic Development and Tourism Strategy | 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. <i>(Council priority)</i> | Head of Service: Community and Economic Development | Lead Member for Economic Development/ Promotion | Current strategy and action plan (2017-2021) Agenda for Overview and Scrutiny on Tuesday, 23 November 2021, 4:30 pm - Tewkesbury Borough Council | Deferred from October 2023 pending the outcome of Gloucestershire County Council's strategy. Overview and Scrutiny Committee will consider the draft strategy at their meeting on 11 June 2024. |

Committee Date: 16 October 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 One 2024/25 | To receive and respond to the findings of the Overview and Scrutiny Committee's review of quarter four 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 10 September 2024. | No. |

Committee Date: 27 November 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 Two 2024/25 | The first 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. | Executive Director: Resources | Lead Member for Finance and Asset Management | 2024/25 budget approved by Council 27 February 2024: Report to: (tewkesbury.gov.uk) | No |

Committee Date: 8 January 2025

| 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 Two 2024/25 | To receive and respond to the findings of the Overview and Scrutiny Committee's review of quarter four 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 5 Dec 2024. | No |
| Medium Term Financial Strategy (Annual). | To recommend to Council the adoption of the five-year MTFS which describes the financial environment the Council is operating in and the pressures it will face in delivering its services and a balanced budget over the period. | Executive Director: Resources | Lead Member for Finance and Asset Management | Current MTFS approved by Council 12 December 2023. Agenda for Council on Tuesday, 12 December 2023, 6:00 pm - Tewkesbury Borough Council | No |

Committee Date: 8 January 2025

| Agenda Item | Overview of Agenda Item | Lead Officer | Lead Member | Background Papers | Has agenda item previously been deferred? Details and date of deferment required |
|--|--|---------------------------------------|--|---|---|
| Treasury and Capital Management (Annual) | To recommend to Council, a range of statutorily required polices and strategies relating to treasury and capital management. | Head of Finance and Asset Management. | Lead Member for Finance and Asset Management | Current strategies (2024/25) approved by Council 23 January 2024. Agenda for Council on Tuesday, 23 January 2024, 6:00 pm - Tewkesbury Borough Council | No |

Committee Date: 5 February 2025

| 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 2025/26 (Annual). | To recommend a budget for 2025/26 to Council. | Executive Director: Resources | Lead Member for Finance and Asset Management | None | No |
| Financial Update – Quarter Three 2024/25 | The first 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. | Executive Director: Resources | Lead Member for Finance and Asset Management | 2024/25 budget approved by Council 27 February 2024: | No |

Committee Date: 26 March 2025

| 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 2024/25 | To receive and respond to the findings of the Overview and Scrutiny Committee's review of quarter four 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 11 February 2025. | No. |

PENDING ITEMS

| Agenda Item | Overview of Agenda Item | Lead Officer | Lead Member | Background Papers | 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 | None | Yes - Moved from 6 September 2023. Project group to meet now the heating system is nearing completion. |
| 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 | | Added to pending in 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 | None | Yes – Removed from 5 October 2022 and added to pending on 21 September 2022. Moved to 17 July 2024 meeting. |

| Agenda Item | Overview of Agenda Item | Lead Officer | Lead Member | Background Papers | Has agenda item previously been deferred? Details and date of deferment required |
|---|---|--|---|-------------------|---|
| 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 | None | Yes – Removed from 1 February 2023 until the policy has been considered by Management Team. This will be superseded by a wider Health and Wellbeing Strategy – a proposed focus area in the new Council Plan. |
| Volunteering Policy. | To approve the Volunteering Policy. | Associate Director: People and Culture | Lead Member for Staff and Culture | | Yes - Removed from 1 March 2023. Once a new AD is appointed then relevance of a new policy will be determined. |
| 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 | | Six monthly update to Overview and Scrutiny Committee on 26 March 2024. Outcome may determine if the strategy needs revisiting. |

| Agenda Item | Overview of Agenda Item | Lead Officer | Lead Member | Background Papers | Has agenda item previously been deferred? Details and date of deferment required |
|---------------------------|---|---------------------------|--|-------------------|--|
| New Waste Depot | To approve the project approach and principles for a new waste depot with partner council(s). <i>(Fundamental to service delivery)</i> | Director: Communities | Lead Member for Clean and Green Environment | None | Yes – deferred from meeting on 29 November 2023. Complex partnership project – high level plan to be brought forward once key principles and milestones have been developed. |
| 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. The legislation has received Royal Assent but no enactment date yet. |