

EXECUTIVE COMMITTEE FORWARD PLAN

STANDING ITEMS:

- **Executive Committee Forward Plan – To consider forthcoming items.**
- **Feedback from Chair of Overview & Scrutiny Committee.**

Additions to 6 September 2023

- Carbon Reduction Programme Update
- Climate Change Action Resources
- ICT Acceptable Use and Monitoring Policy
- Gloucestershire Resources and Waste Strategy

Deletions from 6 September 2023

- Pavement Licensing Policy – moved to 2024/25 due to delay with legislation.
- **Confidential Item:** Irrecoverable Debts Write-Off Report (Quarterly) – None to report – NB this was a quarterly item on the Forward Plan but there have been none to report for some time, therefore this item will be removed from the Forward Plan and added as and when necessary.

Committee Date: 18 October 2023

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 2023/24.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter one 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	Overview and Scrutiny Committee 12 September Agenda for Overview and Scrutiny on Tuesday, 12 September 2023, 4:30 pm - Tewkesbury Borough Council	No

NB – Items in bold are changes from the previous plan

Committee Date: 18 October 2023					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
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	Previous strategy (2017-2021) approved by Executive Committee 7 June 2017 Agenda for Executive on Wednesday, 7 June 2017, 2:00 pm - Tewkesbury Borough Council	Yes - moved from 1 March 2023 and 6 September 2023 as not being considered by O&S Committee until 12 September 2023.

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Committee Date: 29 November 2023					
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 2023/24.	<p>Second 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>Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</p>	No.
Taxi and Private Hire Licensing Policy.	<p>Policy which promotes and sets the standard for the safety and protection of the public; high standards of vehicle safety, ensure that the decision-making processes are transparent etc.</p> <p><i>(Key governance and service policy)</i></p>	Licensing Team Leader	Lead Member for Clean and Green Environment	<p>Review of draft revised policy for consultation by Licensing Committee on 15 June 2023.</p> <p>Agenda for Licensing on Thursday, 15 June 2023, 2:30 pm - Tewkesbury Borough Council</p>	No.

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Committee Date: 29 November 2023					
Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
Street Trading Licensing Policy	<p>A policy to create a trading environment in which street trading complements existing premises-based retailing activities, is sensitive to the needs and concerns of residents and provides diversity in terms of consumer choice.</p> <p><i>(Key governance and service policy)</i></p>	Licensing Team Leader	Lead Member for Clean and Green Environment	<p>Review of draft revised policy for consultation by Licensing Committee on 15 June 2023.</p> <p>Agenda for Licensing on Thursday, 15 June 2023, 2:30 pm - Tewkesbury Borough Council</p>	No.
Asset Management Plan	<p>To provide a framework which can secure the operational and financial benefits of the corporate estate.</p> <p><i>(Action within the Council Plan 2020/24)</i></p>	Head of Service: Asset Management	Lead Member for Finance and Asset Management	None.	No.

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Committee Date: 29 November 2023

Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
<p>Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy</p>	<p>This policy sets out the Council's approach to prosecution and other sanctions in cases of fraud or misinformation in respect of Council Tax Support, Council Tax and Housing Benefit.</p> <p><i>(Service related policy)</i></p>	<p>Head of Service: Counter Fraud and Enforcement Unit</p>	<p>Lead Member for Finance and Asset Management</p>	<p>Current policy approved by Executive Committee 30 August 2017.</p> <p>Agenda for Executive on Wednesday, 30 August 2017, 2:00 pm - Tewkesbury Borough Council</p>	<p>No.</p>
<p>New Waste Depot</p>	<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>	<p>Director: Communities</p>	<p>Lead Member for Clean and Green Environment</p>	<p>Discussed at Executive Committee/Chief Officer Group – 22 August 2023</p>	<p>No.</p>

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Committee Date: 29 November 2023

Agenda Item	Overview of Agenda Item	Lead Officer	Lead Member	Background Papers	Has agenda item previously been deferred? Details and date of deferment required
<p>Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).</p>	<p>To consider the write-off of irrecoverable debts.</p> <p>(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).</p>	<p>Director: Corporate Resources</p>	<p>Lead Member for Finance and Asset Management</p>		<p>No. This was a standing item on the Forward Plan but there have been none to report for some time therefore this item will be removed from the Forward Plan and added as and when necessary.</p>

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Committee Date: 10 January 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
Medium Term Financial Strategy (Annual).	<p>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.</p> <p><i>(Council's key strategic financial plan)</i></p>	Executive Director: Resources and S151	Lead Member for Finance and Asset Management	<p>MTFS 2023/24-2027/28 approved by Council 24 January 2023.</p> <p>Agenda for Council on Tuesday, 24 January 2023, 6:00 pm - Tewkesbury Borough Council</p>	No.
Housing Strategy Monitoring Report (Annual).	<p>To approve the annual action plan to deliver the priorities within the strategy.</p> <p><i>(Priority within the Council Plan 2020-24)</i></p>	Head of Service: Housing	Lead Member for Housing Health and Wellbeing	<p>Housing and Homelessness Strategy 2022-2026 approved by Council 12 April 2022</p> <p>Agenda for Council on Tuesday, 12 April 2022, 6:00 pm - Tewkesbury Borough Council</p>	No.

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Committee Date: 10 January 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
Treasury and Capital Management (Annual)	To recommend approval to Council a range of statutory required polices and strategies relating to treasury and capital management. <i>(Requirement of CIPFA Prudential Code)</i>	Executive Director: Resources and S151	Lead Member for Finance and Asset Management	Annual strategies for 2022/23 approved by Council 25 January 2022. Agenda for Council on Tuesday, 25 January 2022, 6:00 pm - Tewkesbury Borough Council	No.

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Committee Date: 10 January 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
ICT Strategy.	<p>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 arrangements and identify key work streams and actions, particularly around cyber security.</p> <p><i>(Fundamental to service objectives and good corporate governance)</i></p>	Associate Director: IT and Cyber	Lead Member for Corporate Governance	<p>ICT Strategy 2020-24 approved by Executive Committee 5 February 2020.</p> <p>Agenda for Executive on Wednesday, 5 February 2020, 2:00 pm - Tewkesbury Borough Council</p>	Removed from January 2023 to go into January 2024.

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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
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	<p>Previous budget (2023/24) approved by Council 21 February 2023.</p> <p>Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</p> <p>NB: Transform Working Group will meet from September onwards to consider the budget formulation.</p>	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
<p>Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).</p>	<p>To consider the write-off of irrecoverable debts.</p> <p>(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).</p>	<p>Director: Corporate Resources</p>	<p>Lead Member for Finance and Asset Management</p>		<p>No. This was a standing item on the Forward Plan but there have been none to report for some time therefore this item will be removed from the Forward Plan and added as and when necessary.</p>

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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
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>Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</p>	No.

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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.
Capital Funding for Additional Waste Vehicle.	To receive a report following exploration of the mechanism for requesting additional capital funding for an additional waste vehicle, and for adding the provision of a new waste collection depot to the Infrastructure List to enable Community Infrastructure Levy funding to be used.	Head of Service: Waste and Recycling	Lead Member for Clean and Green Environment	Request by Overview and Scrutiny Committee April 2022.

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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
Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy	To approve the Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy.	Director: Corporate Resources	Lead Member for Finance and Asset Management	21 June 2022
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.
Parking Strategy Review	To approve the revised Parking Strategy. Agreed with the Lead Member that the Parking Strategy Review will be deferred. The review will start afresh in 2024 and will be included in the Executive Committee Forward Plan and O&S Work Programme for 2024/25.	Executive Director: Place	Lead Member for Economic Development/Promotion	Added to pending on 14 October. Deferred from 16 November until consideration by the O&S Committee and the Car Parking Working Group.

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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
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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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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