

## 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 7 February 2024

- Timing of Executive Committee meetings

#### Deletions from 7 February 2024

- Asset Management Strategy – moved to 20 March 2024
- Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy – moved to 20 March 2024
- Discretionary Support Policy – moved to 20 March 2024

| 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.<br><br><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.  |

**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 |
| New Council Plan 2024-2029                | To make a recommendation to Council which sets out the new strategic priorities and ambition for the Council.<br><br><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.  |
| Financial Update - Quarter Three 2023/24. | 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.<br><br><i>(Finance and Resources is a priority within the Council Plan 2020-24)</i> | Executive Director: Resources and S151 | Lead Member for Finance and Asset Management | 2023/24 budget approved by Council 21 February 2023.<br><br><a href="#">Agenda for Council on Tuesday, 21 February 2023, 6:00 pm - Tewkesbury Borough Council</a> | 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 |
| 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>(Fundamental to service objectives and good corporate governance)</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><a href="#">Agenda for Executive on Wednesday, 5 February 2020, 2:00 pm - Tewkesbury Borough Council</a></p> | Moved from January 2024 pending appointment of a new IT Manager.                 |

**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                                      |
| <b>Council Tax, Business Rates and Housing Benefits Overpayments Debt Recovery Policy</b> | To approve the policy.<br>(Service related policy)     | <b>Head of Service: Revenues and Benefits</b> | <b>Lead Member for Finance and Asset Management</b> | None.             | Yes – moved from 29 November 2023 for further Member engagement. Moved from 7 February 2024 due to Officer resources. |
| <b>Discretionary Support Policy</b>   | To approve the policy.<br>(Service related policy)     | <b>Head of Service: Revenues and Benefits</b> | <b>Lead Member for Finance and Asset Management</b> | None.             | Yes – moved from 29 November 2023 for further Member engagement. Moved from 7 February 2024 due to Officer resources. |
| <b>Council Tax Discounts</b>  | Recommendation to Council.<br>(Service related policy) | <b>Head of Service: Revenues and Benefits</b> | <b>Lead Member for Finance and Asset Management</b> | No                | Yes – moved from 7 February 2024 due to Officer resources.  |

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**Committee Date: 20 March 2024**

| <b>Agenda Item</b>                                       | <b>Overview of Agenda Item</b>   | <b>Lead Officer</b>                      | <b>Lead Member</b>                                  | <b>Background Papers</b> | <b>Has agenda item previously been deferred? Details and date of deferment required</b>  |
|--|--|--|---|--------------------------|--|
| <b>Asset Management Plan</b>                             | To provide a framework which can secure the operational and financial benefits of the corporate estate.<br><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.                    | <b>Yes – moved from 29 November 2023, 10 January 2024 and 7 February 2024 due to other work taking priority e.g. heating replacement system, webcasting.</b> |
| <b>Coopers Edge Sports Facility Lease to Barnwood FC</b> | To approve the lease.  | <b>Asset Management Team Leader</b>      | <b>Lead Member for Finance and Asset Management</b> | None.                    | <b>No.</b>   |
| <b>Confidential Item: Easement</b>                       | To approve.  | <b>Asset Management Team Leader</b>      | <b>Lead Member for Finance and Asset Management</b> | None.                    | <b>No.</b>   |
| <b>Confidential Item: Financial Write-Off Report</b>     | To approve   | <b>Asset Management Team Leader</b>      | <b>Lead Member for Finance and Asset Management</b> | None.                    | <b>No.</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:<br>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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