

## **Cabinet Work Programme – Report Tracker**

(A Report Tracker must be completed and returned to the Senior Committee Clerk (doccampbell@swindon.gov.uk) before any item can be included on the Cabinet Work Programme.

Please note that the tracker will be available as part of the Cabinet Work Programme support information on the website

Mark clearly any private and confidential information that the Chief Monitoring Officer will need to review a request that the decision be taken as a private and confidential item. This will be removed from the final tracker.

[Please over-type any instructions or guidance in blue]  
[Note well any advice in orange]

1. Subject:- Old Town, Corn Exchange
2. Summary of the Issue:- Response to Council motion setting out the findings and a way forward with clear actions to be implemented if a full planning application is not forthcoming by June.

3. Key Decision:- No [delete as appropriate]

[If yes, please indicate why by deleting the reasons that do not apply]

- a) The recommendation(s) would have a significant effect on two or more wards,
- b) The recommendation(s) would have a significant financial impact on the service area (either savings or extra expenditure)
- c) Both a) and b)

4. Private and Confidential:- No

\* if “yes”, advise of the relevant paragraph(s) of the Act and provide sufficient details about why the report should be so classified (e.g. summary of the key facts).

NB Items will not be put on the Cabinet Forward Plan as private and Confidential unless the Chief Legal Officer (Monitoring Officer) and the Senior Committee Clerk have reviewed the reasons why this item meets the criteria. Officers must send in this tracker in good time for the Chief Legal Officer to review and give 28 days’ notice to the public.

5. Date for Consideration by Cabinet:- 3 March 2021
6. Author / Report Originator and Responsible Officer:- Chief Executive

## Head of Property Assets

(NB if you do not provide a job title, the tracker will be returned)

It is the author's responsibility as early as possible to notify or commence work on the following:

Email: [LegalInstructions@swindon.gov.uk](mailto:LegalInstructions@swindon.gov.uk) so that the lawyer with the relevant knowledge is aware and can provide technical advice

7. **Responsible Cabinet Member: – The Cabinet Member for Town Centre, Culture and Heritage, Cabinet Member for Strategic Infrastructure, Transport and Planning**

### Planning

(Please note that the Responsible Cabinet Member must be advised before an item is submitted for inclusion in the Cabinet Work Programme)

8. **Background Papers:-**  
(The unpublished Background Papers relating to Agenda Items / Key Decisions that are currently available. NB published papers or previous Cabinet reports are not background papers.)
9. **Full Details of Officer Contact (telephone/e-mail) where representations on the Key Decision / Decision can be made:-**  
**Name: Rob Richards**  
**Email: [rrichards@swindon.gov.uk](mailto:rrichards@swindon.gov.uk)**  
**Phone Number: 07740037316**

(NB unless you provide all the information needed, the tracker will be returned.)