



COTSWOLD  
DISTRICT COUNCIL

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# OVERVIEW AND SCRUTINY COMMITTEE

## AGENDA

Thursday 28 May 2020, 4.00 pm

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To be held virtually, due to social distancing requirements and guidance relating to Coronavirus Regulations 2020 – Part 3 - Modification of meeting and public access requirements

## NOTES

(i) Questions Arising on the Agenda/Minutes of previous meeting

Questions regarding an update on progress on a specific item contained in the Minutes of the previous meeting, should be forwarded to the reporting officer prior to the meeting. If no advance notice is given a full response to any question cannot be guaranteed at the meeting. Once the minutes have been signed Members may ask questions to ascertain progress on issues.

(ii) All Mobile Phones/digital devices should be **SWITCHED OFF OR SET TO SILENT** before the start of the meeting.

(iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting. The Chair will exclude anyone whose behaviour is disruptive.

(iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Democratic Services on 01285 623210.

Distribution:

All Members of the Overview and Scrutiny Committee  
(Councillors Stephen Andrews, Claire Bloomer, Gina Blomefield, Patrick Coleman, Andrew McClean, Dilys Neill, Richard Norris, Gary Selwyn)

**Nigel Adams**  
Head of Paid Service

19 May 2020

# OVERVIEW AND SCRUTINY COMMITTEE

28 MAY 2020

## AGENDA

- (1) **Apologies**
- (2) **Substitute Members** - To note details of any substitution arrangements in place for the Meeting.

Note:

The procedures in respect of substitution arrangements are principally set out in Council Procedure Rule 29. Particular attention is drawn to the fact that the Head of Democratic Services must be notified of any intended substitution **by 5.00 p.m. on the working day prior to the day of the Meeting**. Please note that neither a Member of the Cabinet, nor the Chair of the Council, may substitute.

- (3) **Declarations of Interest**
  - (1) To receive any declarations of interest from Members under:-
    - (i) the Code of Conduct for Members; and/or
    - (ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council Tax or arrangements for administering the Council Tax).
  - (2) To receive any declarations of interest from Officers under the Code of Conduct for Officers.
- (4) **Minutes** - To confirm the Minutes of the Meeting of the Committee held on 3 March 2020 (attached).
- (5) **Chair's Announcements** (if any)
- (6) **Public Questions** - Council Procedure Rule 10 - To deal with written questions put by Local Government electors within the Cotswold District on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee. Responses to any supplementary questions will be dealt with in writing following the meeting (and will be recorded in the minutes of the meeting).
- (7) **Member Questions** - Council Procedure Rule 11 - To deal with written questions put by Members on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee. Responses to any supplementary questions will be dealt with in writing following the meeting (and will be recorded in the minutes of the meeting).

- (8) **Called-In Decisions** - Overview and Scrutiny Procedure Rule 13 - To consider any matter(s) referred to the Committee in relation to the calling-in of decisions.

Note:

Call-in should only be used in exceptional circumstances where Members of an Overview and Scrutiny Committee have evidence to suggest that the Cabinet or individual Portfolio Holders do not take decisions in accordance with the principles set out in Article 13 of the Council's Constitution relating to Decision Making or within the Council's Budget and Policy Framework. Call-in does not apply to quasi-judicial decisions (such as development control and licensing) although the Committee can review the process by which such decisions are reached.

## **Items for Consideration and Decision**

- (9) **Matters relating to the Covid-19 Pandemic**

To note (i) decisions made during the period of the pandemic thus far; and (ii) arrangements for virtual meetings.

- (10) **Draft Work Plan 2020/21**

To consider the draft work plan for 2020/21.

- (11) **Quarterly Digest**

To consider any issues relating to matters usually contained within the Quarterly Digest (for future debate and/or action by the Committee).

- (12) **Other Business** - Such other business which, in the opinion of the Chair, is urgent.

(END)