



Thursday, 14 April 2022

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OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Overview and Scrutiny Committee will be held at Council Chamber - Trinity Road on **Tuesday, 26 April 2022 at 4.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Overview and Scrutiny Committee
(Councillors Stephen Andrews, Gina Blomefield, Claire Bloomer, Patrick Coleman, Roly Hughes, Richard Norris, Ray Theodoulou, Gary Selwyn, Nigel Robbins and Nikki Ind)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to 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.

AGENDA

1. **Apologies**
2. **Substitute Members**
To note details of any substitution arrangements in place for the Meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
4. **Minutes (Pages 5 - 12)**
To confirm the minutes of the meeting of the Committee held on 1st March 2022
5. **Chair's Announcements**
6. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than two minutes each and relate issues under the Committee's remit.
7. **Member Questions**
To deal with written questions by Members, relating to issues under the Committee's remit, with the maximum length of oral supplementary questions at Committee being no longer than one minute. Responses to any supplementary questions will be dealt with in writing if they cannot be dealt with at the meeting.
8. **Discretionary Funding Policy - Energy Council Tax Rebate (Pages 13 - 22)**
Purpose
The Government has announced a package of support known as the Energy Bills rebate. There are two elements to the support. One being a mandatory scheme and the second being a discretionary scheme. The purpose of this report is to formally agree the criteria for the discretionary scheme and approve the Policy

Recommendation(s)
It is recommended that the Overview and Scrutiny Committee:
 - a) Consider the eligibility criteria, as set out in Annex A;
 - b) Provide feedback to the Cabinet for consideration on 9 May 2022; and
 - c) Agree to waiver call-in arrangements for this item following Cabinet consideration on 9 May 2022, subject to there being no fundamental change to the recommendation after it had been considered by the Overview & Scrutiny Committee.
9. **Active Cotswolds Programme Update (Pages 23 - 32)**
Purpose
To provide an overview of the Active Cotswolds programme
To provide an update on progress

Recommendation(s)

That the Committee reviews overall progress of the programme

10. **Options Appraisal of Leisure and Culture Management Arrangements (Pages 33 - 52)**

Purpose

The purpose of this Report is to provide the Overview and Scrutiny Committee with the opportunity to consider the outcomes of the Leisure and Culture Management Options Appraisal. The Committee may provide feedback for Cabinet and Council to consider, as part of the decision for the future operating models to be used for the Leisure and Cultural Services.

Recommendation(s)

That the Committee:

- a) Considers the outcomes of the Leisure and Culture Management Option Appraisal;
- b) Provides feedback to be proposed to Cabinet and Council as part of the decision making process.

11. **Quarterly Digest**

Purpose

To consider any issues arising out of the Quarterly Digest for future debate and/or action by the Committee

12. **Executive Forward Plan (Pages 53 - 60)**

Purpose

To receive the Executive Forward Plan and identify any areas for inclusion in future Overview and Scrutiny Committee meetings.

Recommendation(s)

To note the current Executive Forward Plan.

(END)

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Overview and Scrutiny Committee
01/March2022



COTSWOLD
DISTRICT COUNCIL

Minutes of a meeting of the Overview and Scrutiny Committee held on Tuesday, 1 March 2022 at 4pm.

Councillors present:

Stephen Andrews
Claire Bloomer
Richard Norris

Gary Selwyn
Ray Theodoulou
Nikki Ind

Ray Brassington
Julia Judd

Officers present:

Jenny Poole – Deputy Chief Executive, Cotswold District Council
Caleb Harris – Strategic Support Officer Democratic Services
Jan Britton – Managing Director – Publica
Rob Weaver – Chief Executive, Cotswold District Council
Phil Shaw – Business Manager, Development Management
Jon Dearing – Group Manager for Resident Services
Joseph Walker – Community Support Officer

Observers:

Councillor Tony Dale, Councillor Juliet Layton, and Councillor Jenny Forde

OS.128 Apologies

There were apologies given from Councillor Gina Blomefield, Councillor Roly Hughes and Councillor Patrick Coleman. There was also an apology given from Ben Patel-Sadler for Democratic Services. Councillor Nigel Robbins was absent with no apology given before the meeting.

OS.129 Substitute Members

Councillor Julia Judd substituted for Councillor Gina Blomefield and Councillor Ray Brassington substituted for Councillor Roly Hughes.

OS.130 Declarations of Interest

There were no declarations of interest to note from Members or Officers present.

OS.131 Minutes

The Chair of the meeting outlined points of clarification and changes to the wording which had been provided to Democratic Services in advance of the meeting.

There were no further comments on the minutes provided.

RESOLVED: That subject to the changes identified by the Chair, the Committee approves the minutes as a true and accurate record of the meeting held on 1st February 2022.

Voting Record

6 For, 0 Against, 2 abstention, 1 absent

OS.132 Chair's Announcements

The Chair noted the length of the agenda and emphasised the need for focus on the key issues.

OS.133 Public Questions

The Chair noted a question that was submitted to him and advised that had been forwarded to the Police and Crime Commissioner to provide an answer. There were no additional public questions submitted.

OS.134 Member Questions

There were no member questions submitted for the Committee.

OS.135 Called-in Decisions

There were no called-in decisions for the Committee to consider.

OS.136 Police and Crime Commissioner Presentation

The Deputy Police and Crime Commissioner (Deputy PCC) Nick Evans and Inspector Ellson attended to give a presentation to Members. . Apologies were noted for the Police and Crime Commissioner due to a meeting in London which was unavoidable.

Councillor Forde joined the meeting at 16:07.

The Deputy PCC opened the presentation to the Committee by outlining his aim to be visible to the public and partners such as Cotswold District Council to discuss the Police and Crime Prevention Plan (the Plan) and to address issues within communities.

The Deputy PCC gave an overview of the priorities set out in the Plan to tackle crime within rural communities. These included anti-social behaviour and crime prevention at the source.

Moreover, a number of steps were outlined as to how the police are improving their engagement within the communities, increasing the number of police officers and providing appropriate support for victims.

The Committee asked the Deputy PCC about victims of domestic violence, both men and women and what is being done to support them.

Deputy PCC said that the focus is on women as they are more likely to be a victim of domestic violence but there is support available for both men and women in Gloucestershire.

The Committee asked the Deputy PCC about a number of the priorities within the Plan and of the commitments of the PCC to increase the number of police officers.

The Deputy PCC explained that the aim was to increase the number of police officers by as much as possible. He also outlined that there was a focus on helping to facilitate the reporting of crimes which are currently underreported such as sexual assault and domestic abuse.

The Committee asked about the issues of reporting crime and the problem of getting through to the police via the 101 service.

The Deputy PCC outlined how there had been sustained pressure on the police with an increase in the number of 999 and 101 calls.

The Committee asked the Deputy PCC about the measures being taken to tackle the problem of speeding in rural communities which was a significant concern for Members.

The Deputy PCC highlighted that he was well aware of this within his role as a district councillor in the Forest of Dean. It was outlined how a strategy of enforcement and engagement with partners was key to reduce instances. Inspector Ellson outlined that a report was circulated to Members about the specific enforcement measures for the District.

Due to time constraints, the Chair closed this item. The Deputy PCC undertook to answer any questions that are sent to him via email.

The Chair thanked the Deputy PCC and Inspector Ellson for attending and for providing an update to the Committee.

RESOLVED:

The Committee NOTED the presentation given by the Deputy PCC.

OS.137

3

Financial, Council Priority and Service Performance Report - 2021-22 Quarter

The Chief Executive, opened the item and provided some updates on items and targets within departments

It was noted that Q3 had seen improvements in a number of areas such as call waiting times and the processing of benefit claims. It was also noted some departments such as planning were seeing improvements and that areas like food hygiene inspections are expected to be back to target in Q4.

The Deputy Chief Executive introduced the financial section of the report to the Committee.

It was outlined how the financial position of the Council had reduced from Q2 with a £165,000 underspend in Q2 being reduced to £18,000 as the Council's income had slowed from areas like car parking.

It was noted that some Covid-19 financial support had been provided to the Council although this was £127,000 less than expected in Q1. However, additional support was being provided for the Council Tax Rebate from central government.

In summary, it was noted that the end of year forecast for the budget surplus had reduced from £173,000 to £47,000.

The Committee wished to know more about the reduction of food hygiene inspections.

The Group Manager for Resident Services explained that there had been a reduction due to recruitment issues but these had been resolved. It was further noted that this had not impacted Health and Safety inspections.

The Committee asked about the issue of changing places and how Tetbury was not included within the proposed list of sites. The Leader of the Council outlined the commitment to provide for suitable places within The Cotswolds and for officers to examine any proposed sites within Tetbury.

The Committee raised the issue of affordable housing within the district and specifically the Kemble Community Gardens site. The Leader of the Council explained that whilst the site had not been ruled out geographical challenges were causing delays.

A briefing note for the Committee on delays in Kemble from officers was offered and deemed appropriate by the Chair.

The Committee noted the challenges presented to them such as fuel and wage costs and that they will have an impact on the Council's financial position.

The Committee asked about the provision of broadband services to rural communities and the £500,000 allocated for investment in the Cotswold District.

The Leader of the Council explained that negotiations were ongoing to ensure that the provision was in place. The Chief Executive added that the approach is market-led with the Council stepping in when this process does not deliver and needs further support.

The Chair commented about homelessness in light of aid being refused by some rough sleepers. It was noted by the Leader of the Council that this issue is one which cuts across other social challenges like drug addiction.

RESOLVED:

The Committee NOTED the report.

OS.138 Consultation on the Update of the Council's Corporate Plan (2020-2024)

The Chief Executive introduced this item to the Committee which included a copy of the current Corporate Plan and the draft update to it.

It was outlined how the plan was being revisited to ensure focus on the key priorities of the Council.

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A final draft would be presented to Cabinet for consideration and then presented to approval Annual Council for approval in May 2022.

The Leader of the Council added that this would be provide officers with direction and ensure delivery of the priorities going forward up to 2024.

The Committee asked about additional information within the table of actions for specific measures taken for each of the priorities. In addition, feedback was requested for Cotswold's Let's Chat and Cotswold New Start.

This undertaking was given from the Chief Executive regarding feedback. It was also explained that the two documents presented would be merged into one version.

The Committee commented on the use of Crowdfunding and the total of £300,000 which had been raised, and wished to know the financial commitments from CDC to these projects. The Community Support Officer confirmed that the Council had committed £100,000.

The Chair asked about deadlines and if the actions can be picked up in future.

The Chief Executive confirmed that work was ongoing to give dates to specific actions rather than having them listed as 'ongoing' within the plan.

It was outlined to the Committee that affordable housing was the umbrella term for a number of different schemes as opposed to traditional social housing. It was also explained to the Committee that some housing had to be remodelled or demolished as it is no longer meeting local needs. .

The Committee raised the issue of Council Tax and multiple occupiers and how this applies to Cotswold.

The Deputy Chief Executive indicated that she would need to take this away for further examination with officers.

The Committee discussed how the plan might be reviewed for military veterans following the re-signing of the Military Covenant by Full Council, including health and wellbeing, housing and how the Council might collaborate with the military in future.

RESOLVED:

The Committee **NOTED** the report.

The Leader of the Council introduced the item and invited Members to raise queries with the Managing Director of Publica Jan Britton.

The Committee asked about any references to biodiversity and what actions are being taken in light of the departure of the biodiversity officers.

The Managing Director of Publica highlighted references within the document to biodiversity. The Business Manager for Development Management assured Members that the process for recruitment was underway for replacement officers.

The Chair asked about Publica and its process for delivery of the Council's priorities.

The Leader of the Council outlined the position of Publica within the organisation when it was set up. This was re-emphasised by the Managing Director of Publica and made it clear that Councillors set the policy for Publica to deliver.

A request was made by some Members for further guidance regarding the relationship with Publica. In the first instance this would be via a Member briefing session to be scheduled to assist new and/or existing Councillors in understanding how the relationship had matured since the signing of those documents in 2017. In addition a summary commissioning statement would be prepared.

RESOLVED:

The Committee **NOTED** the plan and requested that Cabinet considers the comments made.

OS.140 **Development Management Improvement Update**

As the Cabinet Member tasked with looking at this item the Cabinet Member for Economy introduced the item to the Committee. .

It was outlined how the planning department had been impacted by the Coronavirus pandemic and how a change in working practices was required.

The Group Manager for Resident Services supported by the Cabinet Member for Development Management provided an update on the areas where work was being undertaken to improve the work of the Planning Department. This included areas such as customer satisfaction and increasing the efficiency of the Planning Department through the recruitment of planners.

The Committee asked about the resources within the Planning Department. They also asked about the qualifications officers hold when issuing official responses specifically in the Environmental Health Department.

The Group Manager for Resident Services explained that whilst recruitment of these officers has been challenging with the impact of Covid-19, there has been recruitment of trainee

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officers to help provide capacity. The sign-off procedure utilised before official planning responses are given was also outlined to the Committee.

The Committee asked about the number of invalid applications that are received by the Planning Department.

It was explained by the Business Manager for Development Management that a system of validation checklists was being introduced to reduce the number of applications arriving which were invalid.

The Chair asked for information around validation feedback and the number of applications being received that turn out to be invalid.

The Chair then indicated to the Committee that the 3 hour time limit had been reached and a vote was required to continue proceedings beyond 3 hours.

Voting Record

7 for, 0 against, 2 absent

The Committee reaffirmed the key role of the Planning Department in fulfilling its statutory responsibilities. It also asked to receive information on the trends in the movement of staff coming to and leaving the planning department.

RESOLVED:

The Committee **NOTED** the presentation.

OS.141 **Quarterly Digest (including County Matters)**

The Chair invited Councillor Ray Brassington as a member of the Police and Crime Panel to run through some key points of the minutes of the meeting of the Police and Crime Panel which was held on 4th February 2022

Councillor Ray Brassington outlined to the Committee how the increase in staff pay would help with the recruitment in areas like the 101 service and that the pledge on the increase in the number of officers by the Police and Crime Commissioner came under scrutiny during this meeting.

The Chair also outlined the Health Overview and Scrutiny Committee's Winter Sustainability Plan for Urgent and Emergency Care review which was to be discussed on the 8th March.

OS.142 **Work Plan 2021/22 and Executive Forward Plan**

There was nothing to change on the Work Plan

No items for scrutiny were identified from the Executive Forward Plan.

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The Chair reminded Members that a Overview and Scrutiny Work Plan meeting would take place on 23rd March.

The Chair reminded Members of the additional Overview and Scrutiny meeting on 26th April 2022, which will be a single item meeting to consider the Leisure Services Contract and make recommendations to Cabinet.

It was noted following the conclusion of the meeting that a response from South West Ambulance Foundation Trust had been received following a letter from the Chair on behalf of the Committee.

The Meeting closed at 7.15 pm

Chair

(END)



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 26 APRIL 2022
Report Number	AGENDA ITEM 8
Subject	DISCRETIONARY FUNDING POLICY – ENERGY COUNCIL TAX REBATE
Wards affected	All
Accountable member	Cllr Mike Evemy – Deputy Leader and Cabinet Member with responsibility for Finance Email: mike.evemy@cotswold.gov.uk
Accountable officer	Mandy Fathers – Business Manager for Operations and Enabling Email: mandy.fathers@publicagroup.uk
Summary/Purpose	The Government has announced a package of support known as the Energy Bills rebate. There are two elements to the support. One being a mandatory scheme and the second being a discretionary scheme. The purpose of this report is to formally agree the criteria for the discretionary scheme and approve the Policy
Annexes	Annex A – Discretionary Funding Policy
Recommendation(s)	It is recommended that the Overview and Scrutiny Committee:: <ul style="list-style-type: none"> a) Consider the eligibility criteria, as set out in Annex A; b) Provide feedback to the Cabinet for consideration on 9 May 2022; and c) Agree to waiver call-in arrangements for this item following Cabinet consideration on 9 May 2022, subject to there being no fundamental change to the recommendation after it had been considered by the Overview & Scrutiny Committee.
Corporate priorities	<ul style="list-style-type: none"> • Delivering our services to the highest standards
Key Decision	NO
Exempt	NO
Consultees/	Leader and Deputy Leader, Chief Executive and Deputy Chief Executive,



Consultation	Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Group Manager, Director of Finance (Publica)
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1. BACKGROUND

1.1 The Government has announced a package of support known as the Energy Bills Rebate to help households with rising energy bills. This includes:

- A £200 discount on energy bills this autumn for domestic electricity customers.
- A £150 non-repayable rebate for households in council tax bands A to D, known as the Council Tax Rebate.
- A discretionary funding for billing authorities to support households who are in need, but not eligible for the Council Tax Rebate, known as the Discretionary Funding

1.2 This report and the Policy attached as Annex A is specifically to cover the Discretionary Funding scheme.

1.3 The Overview and Scrutiny Committee are asked to consider the draft Policy and provide comments to the Cabinet for consideration on 9 May 2022. Given the urgent need to implement this Policy, the Committee is also asked to consider a waiver of the call-in arrangements for this Policy. The waiver of call-in being subject to there being no fundamental change to the Policy after it had been considered by the Overview & Scrutiny Committee.

2. MAIN POINTS

2.1 The Department for Levelling Up, Housing and Communities (DLUHC) have given Councils discretion to determine locally how best to distribute funding to support those suffering financial hardship as a result of the rising cost of living. This could include households living in property Bands E to H that are income related benefits or those where the energy bill payers are not liable for council tax.

2.2 The Council has been awarded discretionary funding of £152,850 and must adopt and approve its Policy setting out the eligibility criteria for its Discretionary Fund.

2.3 The Policy attached as Annex A sets out the eligibility criteria and will prioritise the following households:

- Council Tax bands in Bands E to H where a disabled band reduction is awarded
- Properties in Bands E to H where:
 - i. Council Tax Support is paid
 - ii. A Carer disregard is applied
 - iii. A Severely Mentally Impaired (SMI) disregard is applied



- Anyone else who pays the energy bills in respect of a property which is their primary residence and are not the Council Tax Payer and are on a low income or income related benefits. (There must also be no payment made for the property under the main scheme).
- People who are in supported/emergency accommodation. The property must be their primary residence and they must be paying or contributing to energy bills.
- People that are in receipt of low income or income related benefits who reside in houses of multiple occupation (HMO's) and other properties where the landlord, property own or employer is the Council Taxpayer. The property must be the primary residence of the person being paid and they must be paying or contributing to energy bills. (There must be no payment made for the property under the main scheme).
- Properties where a review, proposal or appeal pre-dating the Government's announcement on 3 February 2022 is successful after 1 April 2022. The change is effective on or before 1 April 2022 and as a result, a household would have been eligible for the rebate.

2.4 For those in the eligible groups that pay their Council Tax by direct debit, awards will applied automatically and payments made by BAC's. Notification letters will be sent to individuals confirming the award.

2.5 Those identified as eligible who do not pay their Council Tax by direct debit will receive written communication from the Council inviting them to make a claim through the Councils online application. For those individuals who are not able to access the Council's website, paper application forms will be available on request.

2.6 There will be a group of individuals where the Council does not have the ability to identify their eligibility, such as those who are the energy bill payer, but not the Council Tax payer. In such instances, the Council will ensure it publishes its scheme and communicates it through the various media platforms as well as communicating with its stakeholders who would also be able to promote and signpost those eligible. Applications for such individuals will be made online through the Council's website.

2.7 There will be a four-week application window. The proposed timetable is therefore:

- 1) During week commencing 9 May announce the scheme and that the application window will be open Monday 16 May for those who are eligible and do not pay their Council Tax by direct debit
- 2) Monday 16 May: Application window opens
- 3) Sunday 12 June: Application window closes

2.8 The assessment and payment of these awards will start as soon as applications are received and bank details verified. Due to the complexities of bank verification via the Governments



'Spotlight' processing system it is difficult to establish a processing end date for this scheme, but officers will aim to complete this initial stage by Friday 1 July 2022.

- 2.9** Following the completion of this initial process the Council will be in a position to consider how it would like to distribute any surplus funding from this scheme. It is therefore proposed, that the delegation for this be given to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Member for Finance.

3. FINANCIAL IMPLICATIONS

- 3.1** DLUHC will be allocating funding to Local Councils to cover the scheme. The allocation for Cotswold District Council is £152,850.

4. LEGAL IMPLICATIONS

- 4.1** There is no specific legal implications associated with these recommendations

5. RISK ASSESSMENT

- 5.1** There is a risk of fraud within the scheme. However, to mitigate this the Councils Corporate Fraud and Enforcement Unit are involved in the process design and have undertaken a risk review.
- 5.2** The Council will also be utilising Government software to verify bank details to assist in fraud detection.
- 5.3** There is a risk that due to the limited funding allocation, the Council does not have sufficient funding to cover those proposed eligible groups within its Policy. Financial modelling against projected case volumes has been undertaken that indicates that sufficient funding is available. Once all applications have been verified, a decision will be taken to allocate the full amount of funding available.

6. EQUALITIES IMPACT

- 6.1** To ensure compliance with the Equality Act 2010 an Equality Impact Assessment has been carried out which concludes there is no negative impact on any of the protected characteristics.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 7.1** None



8. ALTERNATIVE OPTIONS

- 8.1** There is discretion within this scheme, so Cabinet could decide to support households not referred to within this draft Policy.

9. BACKGROUND PAPERS

- 9.1** None

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DISCRETIONARY FUNDING POLICY ENERGY COUNCIL TAX REBATE 2022

I. Introduction

- 1.1 The Government has announced a package of support, known as the Energy Bills Rebate to support households with rising energy bills. This includes:
- a) £150 non-repayable rebate for households in England in Council Tax bands A to D, known as the Council Tax Rebate scheme; and
 - b) £144 million of discretionary funding for billing authorities to support households who are in need, but are not eligible for the Council Tax Rebate; known as the Discretionary Fund
- 1.2 This Policy is specifically intended to support those households who do not meet the eligibility criteria for the main Council Tax Rebate scheme.

2. Eligibility

- 2.1 The discretionary funding is to support other households who on 1 April 2022 are either council taxpayers or energy bill payers, but are not covered by the main Council Tax Rebate scheme. This will include:
- Council Tax bands E – H where a disabled band reduction is awarded
 - Properties in bands E – H where:
 - I. Council Tax Support is paid
 - II. A Carer disregard is applied
 - III. A Severely Mentally Impaired (SMI) disregard is applied
 - Anyone else who pays the energy bills in respect of a property which is their primary residence and are not the Council Tax Payer and are on a low income or income related benefits. (There must also be no payment made for the property under the main scheme).
 - People who are in supported/emergency accommodation. The property must be their primary residence and they must be paying or contributing to energy bills.
 - People that are in receipt of a low income or income related benefits who reside in houses of multiple occupation (HMO's) and other properties where the landlord, property owner or employer is the council taxpayer. The property must be the primary residence of the person being paid and they must be paying or contributing to energy bills. (There must be no payment made for the property under the main scheme).
 - Properties where a review, proposal or appeal pre-dating the Government's announcement on 3 February 2022 is successful after 1 April 2022, the change

is effective on or before 1 April 2022 and as a result, a property would have been eligible for the rebate.

3. Exclusions

3.1 The following will not be considered eligible for discretionary funding:

- People who took up residency after 1 April 2022.
- People who reside in properties that have already received a payment through the main scheme.
- Occupants of properties in exemption Class O (Armed Forces Accommodation) where the Ministry of Defence will provide the cost of living support.
- Occupants of properties in exemption Class M (Student Halls of Residents)
- Second Homes
- Unoccupied Properties
- Any council tax payer or energy bill payer that does not have their primary residence in the property

4. Application Process

- 4.1 The Council will be able to identify the majority of households that are eligible and contact them directly.
- 4.2 For those where the Council is unable to, applications along with supporting documentation will be accepted electronically through the Council's website.
- 4.3 An 'application window' will be given in which the Council will accept applications. All application windows will be communicated through various media platforms.
- 4.4 For those households who do not have electronic access, paper applications will be available on request.

5. Funding Allocations

- 5.1 If funding permits, a payment of £150 will be made to eligible applications. If the Government funding is not sufficient to award £150 to each eligible household, the Council will reduced the funding so that each eligible household receives the same amount of funding.
- 5.2 Where an eligible person already has a direct debit in place to pay Council Tax the Council will use these details to make a direct payment to the person's bank account.
- 5.3 Where no bank details are held by the Council, the person will have to provide details of their bank account, and those details must match those of the person's address.
- 5.4 The Council reserve the right to request further evidence, if appropriate, to confirm a person's eligibility before any payment is made.

6. Appeals

- 6.1 There is no right of appeal against any decision not to award a discretionary payment. A person will not be eligible if they do not meet the eligibility criteria.

7 Fraud

- 7.1 The Council will not accept deliberate manipulation and fraud. Any person caught falsifying their records to gain a discretionary payment may face prosecution. The Council will seek recovery of any payment made as a result of fraud or payments made in error.



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 26 April 2022
Report Number	AGENDA ITEM 9
Subject	ACTIVE COTSWOLDS PROGRAMME UPDATE
Wards affected	All
Accountable member	Cllr Jenny Forde Email: jenny.forde@cotswold.gov.uk
Accountable officer	Sue Pangbourne, Executive Director (Publica) Email: Sue.Pangbourne@publicagroup.uk
Report author	Jon Hyde, Programme Manager (Publica) Email: Jon.Hyde@publicagroup.uk
Summary/Purpose	To provide an overview of the Active Cotswolds programme To provide an update on progress
Annexes	None
Recommendation(s)	<i>That the Committee reviews overall progress of the programme</i>
Corporate priorities	<ul style="list-style-type: none"> • Delivering our services to the highest standards • Responding to the challenges presented by the climate crisis • Presenting a local plan that's green to the core • Helping residents and communities access the support they need for good health and wellbeing
Key Decision	NO
Exempt	NO
Consultees/ Consultation	A number of engagement activities have taken place including: <ul style="list-style-type: none"> • Behaviour, physical activity and exercise community survey 2020 • Physical activity questionnaire 2022 • Local Cycle and Walking Infrastructure Plan online questionnaire 2022

I. BACKGROUND



1.1 The Active Cotswolds Programme was formed in October 2021 to manage the continued implementation of the Leisure Strategy which will *'Improve the health and lives of Cotswold residents by connecting communities and fostering an active environment'*.

1.2 Programme objectives

The programme objectives are split into three workstreams: Healthier District; Connected Community; and Active Environment.



A programme team has been established with a sponsor, manager and three workstream leads driving programme delivery.

1.3 Programme plan

Each of the three workstreams contains a number of projects, which combine to achieve the programme objectives. The target delivery periods are indicated by the purple bars in Annex A 'Programme plan 2022/23'.



2. Key achievements to date

2.1 Healthier district

- 2.1.1** Detailed analyses of the Leisure Management options have been undertaken.
- 2.1.2** Contract Monitoring Officer has been recruited for the Cotswold area and has undertaken mystery visits at our Leisure Centres to ensure the quality of leisure services and facilities.
- 2.1.3** Identified the digital technologies offered by SLM to make being active easier, more accessible, and attractive.

2.2 Connected community

- 2.2.1** Effective community engagement to identify community needs and assets and explore options for community based provision. Groups engaged by our community builder include school pupils, Men in Sheds, Evergreens, Mother/Baby group, Snooker Club in Northleach, which is the area she is focussing on at the moment; as well as attending various meetings such as Town Council meetings, Charter Fair and the Queens Platinum jubilee planning meetings, and speaking to local people about the area. This work has been covered in local papers, radio and through social media posts which has stimulated a lot of interest and positive feedback.
- 2.2.2** Community Builder has worked with the organisation behind the DigiBus to bring it to more locations in the Cotswolds to improve digital inclusion. The DigiBus offers free skills training on a range of topics including the use of health and other services. Bourton action plan is being produced which aims to set up a community led group to support older people with digital inclusion. A resident volunteer has agreed to lead and Digi bus are willing partners.
- 2.2.3** Processes are being improved to ensure that s106 leisure funding opportunities are fully exploited.
- 2.2.4** Five new projects have launched their campaigns on the Crowdfund Cotswolds platform for round 3, including two bids for outdoor play equipment. Round 2 saw CDC support 4 projects, awarding £10,300.
- 2.2.5** Planning is underway for participation in the Cirencester Town Council health and wellbeing week which is running w/c 13th June.
- 2.2.6** Pitch assessments have taken place as part of the Winter Sports Playing Pitch Strategy.

2.3 Active environment

- 2.3.1** Feasibility studies for the re-opening of the Fairford to Lechlade and Kemble to Cirencester former railway routes for active travel completed.
- 2.3.2** Improvements to the walking and cycling environment in Cotswold Water Park - New project being established to extend strategic work at Water Park for future years.
- 2.3.3** Development and adoption of the Sustainable Transport Strategy progressing: Commission for Phase I of the project (carbon baselining and reduction scenarios) is being finalised and expected to commence this month..



- 2.3.4** Consultation and engagement events held in February for the Local Cycle and Walking Infrastructure plan.
- 2.3.5** Legal process underway to make changes to Traffic Regulations Orders in Cirencester to remove vehicles from the north end of Cricklade St, improving access for cyclists and pedestrians. Statutory public consultation running to 14/4. Implementation expected early-mid summer.

3. CONCLUSIONS

- 3.1** The programme at just over 6 months old has established suitable governance mechanisms for the delivery of a wide range of projects focused on making the Cotswold district a more healthy, connected and green place to live and work in. The team is committed to delivering the programme objectives, as evidenced by the achievements listed in section 2.

5. FINANCIAL IMPLICATIONS

- 5.1** None directly as a result of this report.

6. LEGAL IMPLICATIONS

- 6.1** None directly as a result of this report.

7. RISK ASSESSMENT

- 7.1** The Active Cotswolds Programme maintains a risk register (see Annex B) covering all its workstreams and activities. There are no risks arising directly from this report.

8. EQUALITIES IMPACT

- 8.1** The Active Cotswolds Programme includes projects to improve access to facilities and opportunities. The programme aims to tackle health inequalities and the range of interventions / offers delivered will cover the needs of all residents no matter their background. We are aiming to provide affordable services which is even more important now with the sharp rise in the cost of living. People are even less able to afford membership fees and Physical Activity is even less of a priority which is why we are looking at developing community based / owned initiatives and building Physical Activity into everyday lives where there is no or very little cost.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** Projects within the Active Cotswolds Programme will have a positive impact on climate change, for example through encouraging active travel where private motor transport journeys are being replaced by cycling and walking. There are no implications arising directly from this update report.



10. BACKGROUND PAPERS

10.1 None.

(END)

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HEALTHIER DISTRICT														
Service interventions		2022										2023		
ID	Short project / task name	M	A	M	J	J	A	S	O	N	D	J	F	M
1	Leisure management options appraisal													
2	New Leisure Management Arrangements Implementation													
3	Physical activity pathway and opportunities programme													
4	Improve the digital offer to to make being active easier and more attractive.													
Facility interventions														
ID	Short project / task name													
5	£300k Fitness equipment replacement													
7	Leisure management contract monitoring to ensure quality of service and facilities													
8	Identify short, medium and long term Leisure Facility investment opportunities													
9	Identify funding sources and produce implementation plan for leisure facility investment opportunities													
CONNECTED COMMUNITY														
Service interventions														
ID	Short project / task name													
11	Asset-based community development													
12	Continued development and promotion of Crowdfund Cotswold													
13	Work with the Integrated Locality Partnership's Social Isolation Sub group to develop partnership work and interventions that support target cohort													
15	Cirencester Town Council Health and Wellbeing week (w/c 13th June)													
16	Bids produced for funding from UK Shared Prosperity Fund													
Facility interventions														
ID	Short project / task name													
17	Identify existing community facilities that could be upgraded or improved through s106 / other external funding.													
19	Develop community use agreements with schools													
21	Playing Pitch Strategy													
ACTIVE ENVIRONMENT														
Service interventions														
ID	Short project / task name													
22	Development and adoption of the Sustainable Transport Strategy.													
23	Local Cycle and Walking Infrastructure Plan - Cirencester													
24	TRO changes to remove vehicles from the north end of Cricklade St													
25	Partial update of Local Plan													
26	Feasibility studies of former railway routes to re-open for active travel (Kemble - Cirencester; Bourton-Kingham; Fairford - Lechlade)													
Facility interventions														
ID	Short project / task name													
27	Improvements to the walking and cycling environment in Cotswold Water Park													

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Appendix B: ACTIVE COTSWOLDS RISK REGISTER														
ID	Risk	Original likelihood (5 very likely, 0 won't happen)	Original impact (5 max, 0 no impact)	Original score	Date risk added	Actions planned / taken to mitigate risk	Current likelihood (5 very likely, 0 won't happen)	Current impact (5 max, 0 no impact)	Current score	Date risk info last updated	Up / Down / Same	Owner	Action due date	Risk status
6	If community workers are not sufficiently protected against COVID then they may contract the virus	4	4	16	1/3/2022	Community workers to follow Publica guidance on COVID precautions - PPE, social distancing etc.	4	4	16	8/4/2022	Same	Jacqueline Wright	Ongoing	Open
1	If we do not secure sufficient project support resource then we will find it difficult to link funding opportunities to community facility improvement projects.	5	4	20	26/1/2022	* 8/4/2022 - JH to meet with JW re: getting this work covered by community team resource. * 10/2/2022 RB to ask what support might be available from GRCC (Gloucestershire Rural Community Council) . * GCC/Health hold a fund for improving disabled access in community facilities. See if we have any requirements for this. * Jan 2022: Define work that needs to be done - first draft to be brought to	3	4	12	12/4/2022	Down	Jon Hyde	28/2/2022	Open
8	If we do not engage residents from all demographic groups in our community outreach, then we will not fully understand community needs and risk leaving certain groups out in terms of leisure and wellbeing provision	3	3	9	7/3/2022	8/4/2022 - A wide range of community engagement is planned including groups that are hard to reach. Requires planning of a key stakeholder workshop to give a programme overview and explore opportunities for collaboration	3	3	9	8/4/2022	Same	Rachel Biles, Hannah Fountain (Stakeholder engagement) , Jacqueline Wright	Workshop to run by end of June	Open
9	If members are not sufficiently engaged in the Leisure Management Options Appraisal then they may not support the recommendations, leading to contractual timing issues and delay in the implementation	4	4	16	10/3/2022	8/4/2022 - * Regular member engagement on the options appraisal is taking place (cross party member working group). Programme overview and detailed update on Leisure Management Options Appraisal going to O&S 26th April. Report going to Cabinet and Council in May.	2	4	8	12/4/2022	Down	Scott Williams	26/4/2022	Open
3	If connected community maternity cover capacity is inadequate then workstream deliverables will be delayed	5	3	15	26/1/2022	* 8/4/2022 - Maternity cover in place without backfill, timescales have been revised on some of the physical activity pathway projects	4	2	8	8/4/2022	Same	Philippa Lowe	Ongoing monitoring	Open
5	If we fail to communicate programme successes then we will fail to capitalise on all of the good work that has been done and meet our transparency requirements	4	4	16	26/1/2022	* 12/4/2022 - Kirsty Winters has been appointed. KW briefed April programme board on Comms plan. Work in progress on water park comms	2	3	6	12/4/2022	Down	Kirsty Winters	12/4/2022	Open
7	If stakeholder expectations are not managed then they may expect more from the programme than can be delivered.	3	4	12	1/3/2022	* 12/4/2022 - Stakeholder engagement matrix developed - shared with programme board on 12/4/2022 * Comms plan for key stakeholders to be developed.	2	3	6	12/4/2022	Same	Mark Pritchard	12/4/2022 (board update)	Open
2	If we do not have adequate programme management resource then it will be more challenging to deliver the programme	4	4	16	26/1/2022	* 8/4/2022 - JH to focus on Active Cotswolds from 9/5/2022	1	3	3	8/4/2022	Down	Sue Pangbourne	9/5/2022	Open

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COTSWOLD
DISTRICT COUNCIL

**EXECUTIVE FORWARD PLAN
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE
OF INTENTION TO MAKE A KEY DECISION**

MAY 2022 – DECEMBER 2022

Published 4 April 2022

The Forward Plan

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of the notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for Meetings of the Cabinet are made available on the [Council's Web Site](#) – five working days in advance of the Meeting in question. Please also note that the agendas for Meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the Council's Web Site, and available from the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority.

In financial terms, the Council has decided that a key decision is any executive decision which requires a budget expenditure of £150,000 or more, or one which generates savings of £150,000 or more.

A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council's Constitution.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Formal reports presented relating to any executive decision will be available on the Council's Web Site at least five working days in advance of the Meeting at which the decision is to be made (except insofar as they contain confidential and/or exempt information).

The Decision Notice for each key decision will be published as soon as reasonably practicable after it has been made. We will seek to do this within five working days of the date of the decision. The Decision Notice will be available for public inspection on the Council's Web Site, and at the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

If you have any questions about the Forward Plan, or if you wish to make representations about any of the matters contained within it, please contact the Council's Democratic Services Team. The Democratic Services Team can also, on request, provide copies of, or extracts from, documents listed in the Plan and any which subsequently become available (subject to any prohibition or restriction on their disclosure).

Contact Details:

Democratic Services, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire GL7 1PX

E-mail: democratic@cotswold.gov.uk **Telephone:** 01285 623000 **Website:** www.cotswold.gov.uk

The Council's Executive Arrangements

The Council currently operates the Strong Leader and Cabinet form of governance.

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

The Cabinet at Cotswold District Council currently comprises a Leader, a Deputy Leader, and seven other Cabinet Members. The structure is as set out in the table below.

Executive decisions are taken either collectively by the Cabinet or individually by Cabinet Members.

The Cabinet generally meets monthly; whereas decision-making by individual Cabinet Members occurs on an 'as and when needed' basis.

Decisions of the Cabinet and individual Cabinet Members are subject to scrutiny by the Overview and Scrutiny Committee.

Councillor	Portfolio Area	Areas of Responsibility
Joe Harris	Leader	Policy framework including the corporate plan, Coordination of executive functions, Democratic Services, Publica, Communications, Customer experience, Town and Parish Council Liaison, Democratic Renewal and Consultation, Cotswold Clean and Green Campaign
Mike Every (Deputy Leader)	Finance	Financial strategy and management, Revenue and benefits, Property and asset management, Car parking operations and Grants
Rachel Coxcoon	Climate Change and Forward Planning	Climate Change and energy planning, Sustainable transport, Strategic forward planning, Local plan, Community Infrastructure Levy and Section 106 and Allowable solutions
Tony Dale	Economy and Council Transformation	Internal service transformation and improvement, Local Enterprise Partnership and county-wide partnerships, Economic Development and COVID-19 Economic Recovery, Council commercialisation, Internal council transformation, Tourism and Visitor Information Centres and Chamber of Commerce liaison
Andrew Doherty	Environment, Waste and Recycling	Waste and recycling, UBICO, Flooding, Public protection, Food safety, Cemeteries, Noise and public nuisance and Public toilets
Jenny Forde	Health and Wellbeing	COVID-19 response, Public health, wellbeing and mental health, Improving social mobility, Tackling social isolation, Crime, disorder and safety, Supporting and safeguarding people, Leisure, museums and culture, Support for community events (Stow Fair, Phoenix Festival, Fleece Fair, Moreton Show) and Young people
Juliet Layton	Development Management and Licensing	Development management, Heritage and design management, Landscape conservation, Cotswold Area of Outstanding Natural Beauty, Neighbourhood Development Plans, Licensing, Building Control and Cotswold Water Park
Lisa Spivey	Housing and Homelessness	Tackling homelessness and improving housing security, Delivery of social rented homes, Support for small housing developers and community land trusts, Promotion of self-build and system build housing, Strategic oversight of tenure and housing needs assessment, Liaison with housing developers and Housing Benefit and Universal Credit.

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Publica Business Plan 2022-2024	No	No	Cabinet	4 April 2022	Joe Harris, Leader of the Council	Robert Weaver		
Recovery Investment Strategy	No	No	Cabinet Council	4 April 2022 22 May 2022	Mike Evely, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Approval for the use of funds from the Capital Programme to invest in the Council's leisure facilities	No	No	Cabinet	4 April 2022 22 May 2022	Jenny Forde, Cabinet Member for Health and Wellbeing	Scott Williams		
£150 Council Tax Rebate and Refugee Hosting Allowance	No	No	Cabinet	4 April 2022	Mike Evely, Deputy Leader and Cabinet Member for Finance	Mandy Fathers	Council Leader and Deputy Leader. Portfolio Holder, Chief Executive and Deputy Chief Executive, Monitoring Officer	
Leisure and Culture Management Options Appraisal	Yes	Yes	Cabinet	9 May 2022	Jenny Forde, Cabinet Member for Health and Wellbeing	Scott Williams		
Legal Services Review	No	No	Cabinet Council	9 May 2022 25 th May	Joe Harris, Leader of the Council	Jenny Poole		

				2022				
First Homes	No	No	Cabinet	4 April 2022	Lisa Spivey, Cabinet Member for Housing and Homelessness	Anwen Hughes		
Corporate Plan Refresh – Cabinet and Council	No	No	Cabinet Council	9 May 2022 25 th May 2022	Joe Harris, Leader of the Council	Robert Weaver		
Discretionary Funding Policy – Energy Council Tax Rebate 2022	No	No	Cabinet	9 May 2022	Mike Evemy, Deputy Leader and Cabinet Member for Finance	Jon Dearing	Council Leader and Deputy Leader. Portfolio Holder, Chief Executive and Deputy Chief Executive, Monitoring Officer and Interim Head of Legal Services.	
Discretionary Rate Relief in excess of £10,000	No	No	Cabinet	9 May 2022	Mike Evemy, Deputy Leader and Cabinet Member for Finance	Jon Dearing	Council Leader and Deputy Leader. Portfolio Holder, Chief Executive and Deputy Chief Executive, Monitoring Officer and Interim Head of Legal Services.	None
Cotswold Water Park and Cotswold National Landscapes (AONB)	No	No	Cabinet	9 May 2022	Juliet Layton, Cabinet Member for	Sophia Price		None

					Development Management and Licensing			
Cabinet/Scrutiny Protocol – draft for consideration by the Cabinet.	No	No	Cabinet Council	9 th May 2022 25 th May 2022	Councillor Joe Harris Leader of the Council	Angela Claridge,	Constitution Working Group – 10 th February 2022	
Independent Remuneration Panel	Yes	No	Council	25 May 2022	Joe Harris, Leader of the Council	Angela Claridge		
Community Governance Review	Yes	No	Council	25 May 2022	Joe Harris, Leader of the Council	Rob Weaver	Follow up report on Community Governance Review with results of consultations	Draft timetable and process for Community Governance Review
Green Economic Growth Strategy – Six Monthly Update	No	No	Cabinet	June 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Paul James		Green Economic Growth Strategy 2021-25
Legal and Estates Standard Fees	Yes	No	Cabinet	June 2022	Mike Evely, Deputy Leader and Cabinet Member for Finance	Jasmine McWilliams		
Whistleblowing Policy Approval	No	No	Cabinet	June 2022	Joe Harris, Leader of the Council	Emma Cathcart	Legal Services Team – draft approval JMT/CMT – briefed Governance Group –	None

							briefed CDC - Audit Committee – April 2022	
Draft Financial outturn and Q4 Performance Report	No	No	Cabinet	June 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Draft Q1 Financial and Performance Report	No	No	Cabinet	Sept 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole		
Draft Q2 Financial and Performance Report	No	No	Cabinet	Dec 2022	Mike Every, Deputy Leader and Cabinet Member for Finance	Jenny Poole		

