

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Tuesday, 24 May 2022

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CABINET

A meeting of the Cabinet will be held at CDC Trinity Road, Cirencester GL7 1PX on
Monday, 6 June 2022 at 6.00 pm.

Rob Weaver
Chief Executive

To: Members of the Cabinet
(Councillors Rachel Coxcoon, Tony Dale, Andrew Doherty, Mike Evemy, Jenny Forde, Joe Harris, Juliet Layton and Lisa Spivey)

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. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
3. **Minutes** (Pages 5 - 10)
To approve the minutes of the meeting of the Committee held on 9th May 2022
4. **Chair's Announcements (if any)**
5. **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.
6. **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.
7. **Whistle-Blowing Policy** (Pages 11 - 28)
Purpose
To present Cabinet with an updated Whistle-Blowing Policy for adoption.
To update and replace the existing Whistle-Blowing Policy to highlight key legislation and the roles and responsibilities of Members, Officers and other parties.

Recommendation(s)
(a) That Cabinet approves and adopts the Policy attached to this report and;
(b) That Cabinet authorise the Monitoring Officer to approve future minor amendments to the Policy in consultation with the Counter Fraud and Enforcement Unit, Legal Services and the Leader of the Council.
8. **Cleaning and Maintenance of Public Conveniences** (Pages 29 - 34)
Purpose
The purpose of this report is to provide options for delivery of the public convenience cleaning and maintenance service at the end of the current contract with Danfo.

Recommendation(s)
That the Cabinet:
a) Approve a one-year contract extension for the cleaning and maintenance of the Public Conveniences with Danfo;
b) That a further review is carried out early in 2023 with the outcome of the review

reported to Cabinet.

9. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 35 - 36)**
10. **Issue(s) Arising from Overview and Scrutiny and/or Audit**

(END)

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Cabinet
09/May2022



COTSWOLD
DISTRICT COUNCIL

Minutes of a meeting of Cabinet held on Monday, 9 May 2022.

Councillors present:

Rachel Coxcoon
Tony Dale
Andrew Doherty

Mike Evemy
Jenny Forde
Joe Harris - Chair

Juliet Layton
Lisa Spivey

Officers present:

Rob Weaver – Chief Executive
Jenny Poole – Deputy Chief Executive
Angela Claridge – Director of Governance and Development
Sophia Price – Heritage and Design Manager
Mandy Fathers – Business Manager for Operations and Enabling
Scott Williams – Business Manager
Andrew Turner – Business Manager for Assets and Council Priorities
Caroline Clissold – Housing Manager
Amy Bridgewater-Carnall – Democratic Services Manager
Caleb Harris – Democratic Services
Wayne Smith – Democratic Services

Observers:

Councillor Stephen Andrews

126 Apologies

There were no apologies for absence

127 Declarations of Interest

There were no declarations of interest from Members.

There were no declarations of interest from Officers.

128 Minutes

CLlr Evemy asked that 2 amendments were made to:

Minute 121 "...choose note to approve..." should read "...choose not to approve...", and
"...that 90% of school people left..." should read "...90% of school leavers left..."

Minute 122 "...The report seconded by Councillor Evemy who congratulated officers on the upgrades completed at Bourton and Chipping Campden..." should be deleted.

Cabinet
09/May2022

RESOLVED: The Cabinet agreed that, subject to the amendments being made, the minutes of the meeting of the 4th April 2022 were a correct record.

Voting Record - For: 8, Against: 0, Abstentions: 0, Absent: 0,

129 Chair's Announcements (if any)

The Leader addressed the meeting on:

The Energy Council Tax Rebate, thanking staff for their hard work paying out £150 to over 18,000 direct debit paying households with non-direct debit payers being paid next.

The Ukraine crisis stating that the Council and residents of the District continue to welcome and support refugees from Ukraine that included local resident Stephen Bane's wife and children who had arrived safely in the District.

The recent West Oxfordshire District Council local elections where a Liberal Democratic coalition administration had been formed. Councillor Harris thanked the outgoing Leader and congratulated and looked forward to working with the new Leader Andy Graham.

130 Endorsement of nature recovery plans for the Cotswold Water Park and Cotswold National Landscapes (AONB)

The purpose of this report was to obtain Council endorsement of the two Nature Recovery Plans.

The Cabinet Member for Development Management and Licensing introduced the report by welcoming the early completion of the nature recovery plans, and asked that they were endorsed by the Council. This would ensure that nature recovery would be an important consideration in both the future decisions made by the Council including, for example, neighbourhood plans, and where the Council takes a leadership role on the ecological emergency and nature recovery in the Cotswolds. The Council also has a wider role influencing and inspiring partners and stakeholders including landowners, Government bodies and Parish Councils, across the District, County and region to help deliver nature recovery.

RESOLVED: Cabinet endorsed the Nature Recovery Plans for the Cotswold Water Park and the Cotswold National Landscape (AONB) for use as

- Part of the evidence base for the review of the Cotswold District Local Plan;
- Part of the evidence base for the preparation of Neighborhood Development Plans;
- Part of the evidence base for the preparation and implementation of relevant Council strategies, policies and projects;
- As a material consideration in the determination of planning applications; and
- To inform the development and implementation of the Council's emerging Cotswold Water Park Project.

Voting Record – For 8, Against 0, Abstention 0, Absent 0

131 Update of the Council's Corporate Plan (2020-2024)

The purpose of this report was to introduce an update of the Council's Corporate Plan that was adopted by the Council on 23rd September 2020.

Cabinet
09/May2022

The Chief Executive introduced a summary of the updated Corporate Plan and highlighted some of the year's achievements.

The Cabinet welcomed the improved clear format of the plan that enabled priorities to be easily identified and clearly described and noted that it had been agreed that the Design Guide would have joint leads

Cabinet commented that a number of temporary officers had played a key part in developing the plan and the loss of their considerable skills, knowledge and experience would be severely felt if they were to leave the Council.

Cabinet also commented on the success of the Council's networking with businesses and how the successful partnerships that had grown in the last few years were now delivering improved economic growth across the area.

RESOLVED: That Cabinet noted the update of The Corporate Plan and that no further amendments were required, agreed its presentation to Council for adoption, and delegated authority to the Chief Executive, in conjunction with the Leader, to make any amendments and address any typographical errors prior to submission to Council.

Voting Record – For: 8, Against: 0, Abstention: 0, Absent: 0

I32 Discretionary Funding Policy - Energy Council Tax Rebate 2022

The purpose of this report was to ask Members to formally agree the criteria for the discretionary scheme and approve the Policy. This followed a Government announcement relating to a package of support known as the Energy Bills rebate that had two elements of support, one being a mandatory scheme, that is already being administered and this second being a discretionary scheme.

The Deputy Leader, Councilor Evemy introduced the report and addressed the Cabinet stating the criteria would ensure payments would be directed to vulnerable groups to help them with the increased cost of energy bills. Cabinet noted the total fund available was £153,000, the recommended criteria for recipients that the report had been considered by the Overview and Scrutiny Committee and that their Committee's feedback was included at Annex B to the report.

The Committee had commented that in the unlikely event that there are more applicants than anticipated, where the additional funding would be found. The Deputy Leader stated that the funding was a defined amount and therefore more successful applicants would result in smaller payments to each applicant.

The Committee commented that the most financially vulnerable groups e.g. those with prepayment meters can find themselves in immediate crisis when energy price caps are removed and this may have a knock on effect with other commitments such as payment of Council Tax. The Deputy Chief Executive and the Business Manager for Operations and Enabling stated that other forms of support were available such as the Council Tax Support scheme and Discretionary Housing Payment, Client Support Officers are in place to provide advice and to signpost to the Citizens Advice Bureau who can provide further advice.

The Chair of Overview and Scrutiny addressed the Cabinet and advised that he was content to waive the right to Call-In of this decision because the Overview and Scrutiny Committee had reviewed the policy in advance of the Cabinet meeting.

RESOLVED: That Cabinet agreed the eligibility criteria, as set out in Annex A, and delegated the distribution of surplus funds to the Deputy Chief Executive, in consultation with the Deputy Leader and Cabinet Member for Finance, as detailed in paragraph 2.9 of the report.

Voting Record – For: 8, Against: 0, Abstention: 0, Absent: 0

133 Discretionary Rate Relief in excess of £10,000

The purpose of this report was to ask Members to consider three renewal applications in respect of Discretionary Rate Relief, each in excess of £10,000, for the 2021/22 Business Rates Liability.

The Deputy Leader, Councilor Every introduced the report and addressed the Cabinet confirming that it had previously been agreed that the Council had the option to provide discretionary rate relief to the SLM Charitable Trust that was set up to manage the Council's leisure assets.

The establishment of the Charitable Trust enabled costs to be shared between the Government (50%), the council (40%) and the County Council (10%) and it was now prudent to award the Discretionary Rate Relief.

RESOLVED: That Cabinet agreed that The Discretionary Rate Relief Policy is updated so that applications with a value in excess of £10,000 are determined by the Cabinet, rather than the Cabinet Member and The Discretionary Rate Relief applications in respect of the Corinium Museum, Bourton Leisure Centre and Cirencester Leisure Centre, are approved.

Voting Record – For 8, Against 0, Abstention 0, Absent 0

134 Cabinet/Scrutiny Protocol - draft for consideration by the Cabinet

The purpose of this report was to modernise the Constitution and, following a request from the Chair of Overview & Scrutiny, the Working Group who had been asked to endorse the introduction of a 'protocol'. The Constitution Working Group at its meeting on 10 February 2022 endorsed the draft protocol for further consideration by the Cabinet and Overview & Scrutiny Committee.

Members commented that within the policy, 'policy development' and 'decision making' needed to be clearly defined as the protocol currently stated that "all" policy development will be carried out in an informal setting going through Overview and Scrutiny.

Members also commented that the short timescale of 10 working days for responses for to Overview & Scrutiny proposals may not be workable in reality although it was accepted that this timescale had been defined in a statutory instrument.

Councilor Harris proposed that the report be deferred following a number of queries raised by the Chair of the Overview and Scrutiny Committee and Cabinet Members.

RESOLVED: That the Cabinet/Scrutiny Protocol, be **deferred** to the Cabinet meeting on 6th June 2022.

135 Options Appraisal of Leisure and Culture Management Arrangements

The purpose of this revised report was to inform Cabinet of the Leisure and Culture Management Options Appraisal outcomes and to seek authority to commence procurement/implementation of the selected management options for the Leisure and Cultural Services.

The Cabinet made recommendations that will be presented to Council to inform the decision for the future operating models to be used for the Leisure and Cultural Services and proposed a revised recommendation to Council because the soft market testing referred to in the report had now been completed.

Cabinet agree that the revised recommendations should be:

“Cabinet recommends to Council that the commencement of a procurement process for the appointment of a leisure management contractor and a cultural management contractor is supported.”

RESOLVED: That Cabinet considered the outcomes of the Leisure and Culture Management Option Appraisal and agreed a budget of up to £50,000 be set-aside to support the procurement process;

The Cabinet also agreed to recommend to Council that the commencement of a procurement process for the appointment of a leisure management contractor and a cultural management contractor is supported.

Voting Record – For 8, Against 0, Abstentions 0, Absent 0

136 Exclusion of Public and Press

To consider and if so agree to resolve that under section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in schedule 12A of the said Act

RESOLVED: The Cabinet agreed to exclude the public and press from the meeting on the grounds that consideration of the following two items would disclose information that is exempt as defined in schedule 12A of the Local Government Act 1972

Voting Record - For 8, Against 0, Abstentions 0, Absent 0,

137 Options appraisal of leisure and culture management arrangements

The exempt Appendices A and D relating to Agenda Item 10 were noted.

RESOLVED: The Cabinet considered the outcomes of the Leisure and Culture Management Option Appraisal and agreed to provided recommendations to be proposed to Council as part of the decision making process.

The Cabinet supported the commencement of a procurement process for the appointment of a leisure management contractor and, following the soft market testing for the cultural management, the commencement a procurement process to either transfer the service to Publica, depending or an alternative, dependent on the outcome

Cabinet
09/May2022

The Cabinet approved a budget of up to £50,000 to be set-aside to support the procurement process.

Voting Record – For 8, Against 0, Abstentions 0, Absent 0,

I38 Housing Property Acquisition - Tetbury

The purpose of the report was to request approval for funding and the acquisition of a property in Tetbury for temporary accommodation use.

The Cabinet Member for Housing and Homelessness introduced the report and proposed the recommendations. The Business Manager for Assets and Council Priorities, the Housing Manager and the Deputy Chief Executive all responded to queries and clarified points raised by Members.

RESOLVED: The Cabinet agreed that the property in Tetbury is acquired for the reasons set out in the report and funding is allocated from the Recovery Investment Strategy budget in the Capital Programme for the purchase and capital works required

The Cabinet also agreed to grant delegated authority to the Deputy Chief Executive, in consultation with the Interim Head of Legal Services, the Cabinet Member for Housing and Homelessness and the Cabinet Member for Finance, to approve the final terms of the acquisition.

Voting Record – For 8, Against 0, Abstention 0, Absent 0

The meeting commenced at 6.00pm and closed at 7.15pm

Chair

(END)



| | |
|----------------------------|--|
| Council name | COTSWOLD DISTRICT COUNCIL |
| Name and date of Committee | CABINET – 6 JUNE 2022 |
| Report Number | AGENDA ITEM 7 |
| Subject | WHISTLE-BLOWING POLICY |
| Wards affected | All indirectly |
| Accountable member | Cllr Joe Harris, Leader of the Council Email: Joe.Harris@cotswold.gov.uk |
| Accountable officer | Angela Claridge, Monitoring Officer Email: Angela.Claridge@cotswold.gov.uk |
| Report author | Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit Email: Emma.Cathcart@cotswold.gov.uk |
| Summary/Purpose | To present Cabinet with an updated Whistle-Blowing Policy for adoption. To update and replace the existing Whistle-Blowing Policy to highlight key legislation and the roles and responsibilities of Members, Officers and other parties. |
| Annexes | Annex A – Whistle-Blowing Policy |
| Recommendation(s) | <p><i>(a) That Cabinet approves and adopts the Policy attached to this report and;</i></p> <p><i>(b) That Cabinet authorise the Monitoring Officer to approve future minor amendments to the Policy in consultation with the Counter Fraud and Enforcement Unit, Legal Services and the Leader of the Council.</i></p> |
| Corporate priorities | Delivering our services to the highest standards. |
| Key Decision | NO |
| Exempt | NO |
| Consultees/ Consultation | Any Policies drafted or revised by the Counter Fraud and Enforcement Unit have been reviewed by Legal Services and have been issued to the relevant Senior Officers, Governance Group and the Council’s leadership team for comment. |



1. BACKGROUND

- 1.1. The Counter Fraud and Enforcement Unit is tasked with reviewing the Council's Whistle-Blowing Policy which forms part of the Constitution.

2. MAIN POINTS

- 2.1. The Policy, attached at Annex A, has been updated in accordance with the review period. Review frequency is as required by legislative changes or every three years. This has been slightly delayed due to events over the last two years. However, the changes are relatively minor in relation to content. The Policy has been refreshed and includes an entry at 3.14 which signposts staff to an independent body for advice. This is now a shared Policy for all staff employed by Cotswold, Forest of Dean and West Oxfordshire District Councils and Publica.
- 2.2. The Policy details employer responsibilities to ensure that the Council protects staff who report or whistle-blow about any areas of concern within the organisation and/or within Publica and the other shareholding Councils. The Policy also safeguards those against whom allegations are made. In administering its responsibilities the Council has a duty to protect staff members who choose to alert the authority to wrong doing and to protect employees against whom vexatious allegations are made.
- 2.3. All referrals received by the Counter Fraud and Enforcement Unit and Human Resources must be dealt with in the correct manner adhering to Regulations, Legislation and Guidance. This includes internal alerts of wrong-doing which must adhere to whistle-blowing legislation. Adherence to this legislation in the workplace means the Council is less susceptible to legal challenge.
- 2.4. Any breach of the Policy or the revealing of the identity of someone that has made an anonymous disclosure could result in litigation action against the Council and a significant fine. Whistle-Blowing is embedded in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). This legislates that an employee has the right to take a case to an Employment Tribunal if they have been victimised at work or lost their job as a consequence of 'blowing the whistle'.
- 2.5. The Policy highlights the key legislation and the roles and responsibilities of Members, Statutory Officers, Publica Directors, Senior Managers, Officers and other parties.
- 2.6. If an individual is considering raising a concern the Policy will enable them to understand the type of issues which can be raised, how the person raising a concern will be protected from victimisation and harassment, how to raise a concern and what the Council will do as a consequence of the report.
- 2.7. The Council has a responsibility to prevent wrong-doing within the authority by promoting high ethical standards and encouraging the exposure of any abuse.
- 2.8. As part of the consultation process, the Policy has been reviewed by Legal Services and issued to Human Resources.
- 2.9. Audit Committee considered and endorsed the Policy on 28 April 2022.
- 2.10. Online refresher training will be issued to staff following approval of the Policy.



3. FINANCIAL IMPLICATIONS

- 3.1. There are no direct financial implications as a result of this report.
- 3.2. The support of the Whistle-Blowing Policy will help to support the prevention and detection of misuse of public funds and fraud therefore reducing potential financial loss to the Council.

4. LEGAL IMPLICATIONS

- 4.1. The Policy is set out to ensure the Council, its Officers, Member, employees and contractors (including agency staff) comply with and adheres to the legislation governing whistle-blowing in the workplace meaning the Council is less susceptible to legal challenge.
- 4.2. Any breach of the Policy or the revealing of the identity of someone that has made an anonymous disclosure could result in litigation action against the Council and a significant fine.

5. RISK ASSESSMENT

- 5.1. If the Council does not have an effective Whistle-Blowing Policy and procedures it puts staff and its reputation at risk. The Council must fulfil its legal obligations in relation to whistle-blowing arrangements.
- 5.2. Without an appropriate Policy in place the Council is unable to take effective and efficient measures to ensure staff are protected when making allegations of wrongdoing and that staff are protected from vexatious allegations.

6. EQUALITIES IMPACT

- 6.1. The promotion of effective counter fraud controls and a zero tolerance approach to internal misconduct promotes a positive work environment.

7. ALTERNATIVE OPTIONS

- 7.1. None.

8. BACKGROUND PAPERS

- 8.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
- Audit Committee Report April 2022 – Whistle-Blowing Policy.
 - Cabinet Report February 2017 – Whistle-Blowing Policy.
- 8.2. These documents will be available for inspection at the Council Offices at Trinity Road, Cirencester, GL7 1PX during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

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Whistle - Blowing Policy

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|-----------------------------|--|
| Version Control: | |
| Document Name: | Whistle-Blowing Policy |
| Version: | 1.2 |
| Responsible Officer: | Deb Bainbridge, Human Resources Emma Cathcart, Counter Fraud and Enforcement Unit |
| Approved by: | CDC – Cabinet February 2017 FODDC - Audit Committee November 2017 WODC – Cabinet March 2017 Publica – Board July 2017 |
| Next Review Date | January 2025 |

Revision History

| Revision date | Version | Description |
|---------------|---------|---|
| January 2018 | 1.1 | Update to include further reporting choices / information |
| January 2022 | 1.2 | Review |

Consultees

| Internal | External |
|---|----------|
| Human Resources Legal Services Corporate Management | |

Distribution

| Name | |
|----------------------|--|
| All staff (intranet) | |

CONTENTS

1. INTRODUCTION AND PURPOSE OF THE POLICY3

2. AIMS AND SCOPE OF THE POLICY4

3. EMPLOYEE SAFEGUARDS AND ASSURANCES.....7

 3.1. Harassment or Victimisation7

 3.7. Confidentiality and Anonymity7

4. PROCEDURE8

 4.1. Raising a concern as an employee.....8

 4.5. Raising a concern as an elected Member.....9

 4.7. Raising a concern as a third party contractor, agency staff etc.....9

 4.9. Alternative Reporting Routes.....9

 4.12. Process.....9

5. HOW THE COUNCIL AND PUBLICA WILL RESPOND 10

6. RESPONSIBILITIES 12

7. FURTHER INFORMATION 13

8. POLICY REVIEW 13

1. INTRODUCTION AND PURPOSE OF THE POLICY

- 1.1. Staff are often the first to realise that there may be something of concern occurring within the Council or Publica. Usually any issues can be resolved swiftly and satisfactorily. However, when these concerns relate to more serious matters, staff may be discouraged from expressing their concerns or 'whistle-blowing'.
- 1.2. Whistle-blowing is the term used when an employee passes on information concerning wrongdoing. This can also be called 'making a disclosure' or 'blowing the whistle'. Typically (although, not always) the wrongdoing will be something that the employee has witnessed at work.
- 1.3. Staff may feel disloyal and may fear victimisation or harassment. In such circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice. However, any person raising a concern is protected in law.
- 1.4. Whistle-blowing law is embedded in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). This legislation provides that an employee has the right to take a case to an Employment Tribunal if they have been victimised at work or lost their job as a consequence of 'blowing the whistle'.
- 1.5. To be covered by this law, an employee who makes a disclosure must reasonably believe:
 - That they are acting in the public interest; referring to considerations which affect the good order and functioning of the Council for the benefit of its constituents. Public interest can also be described as being for the benefit of society, the public or the community as a whole - therefore personal grievances and complaints are not ordinarily covered by whistle-blowing law;
 - That the disclosure of information indicates past, present or future wrongdoing within the following categories:
 - (a) criminal offences which may include financial impropriety such as fraud;
 - (b) failure to comply with legal obligations;
 - (c) miscarriages of justice;
 - (d) endangering another person's health and safety;
 - (e) damage to the environment;
 - (f) covering up any wrongdoing in any of the above;
- 1.6. Staff are not prevented from making disclosures in the public interest by 'gagging clauses' in Settlement or Compromise Agreements. In short, where an employee wishes to make a disclosure that is in the public interest and relates to wrongdoing

Whistle-Blowing Policy

as detailed above, this cannot be prevented by a clause within a Settlement or Compromise Agreement.

- 1.7. The Council and Publica are now part of various shared service arrangements and it is important that there is clear guidance for anyone wishing to raise an issue. This policy applies to all staff of the Council, Publica and to individuals working within the organisations who are not staff (e.g. contractors, agency staff, volunteers, Councillors, staff of associated employers etc.)
- 1.8. The Council and Publica are committed to the highest possible standards of openness, probity and accountability. In line with that commitment we wish to encourage staff and others with serious concerns about any aspect of the work carried out by any of the organisations to come forward and voice them without fear of reprisal.
- 1.9. This policy is intended to encourage and enable staff to make disclosures at an early stage, rather than waiting. Staff are also encouraged to raise any issues internally with the Council and/ or Publica first rather than raising it outside of the organisations. If issues are raised externally in the first instance you may weaken the protection given to you under the Public Interest Disclosure Act 1998.
- 1.10. This policy also seeks to ensure concerns are raised in the right way and seeks to protect those staff members against whom complaints are made from malicious allegations. The Council and Publica have a duty to investigate all reports of irregularity. This does not mean that the organisations support the allegation.
- 1.11. This policy should be read if you are considering raising a concern to provide clarification in relation to the following:
 - The type of issues which can be raised;
 - How the person raising a concern will be protected from victimisation and harassment;
 - How to raise a concern;
 - What the organisation will do as a consequence of the report.
- 1.12. This policy has been agreed with any relevant trade unions or non-union representatives.

2. AIMS AND SCOPE OF THE POLICY

2.1. This policy aims to:

- Encourage staff to raise serious concerns at the earliest opportunity and to question and act upon concerns about practice.

Whistle-Blowing Policy

- Encourage staff to be watchful for illegal or unethical conduct and report anything of that nature of which they become aware. Everyone should be aware of the importance of preventing and eliminating wrongdoing at work.
 - Ensure all reported allegations are treated in absolute confidence, with every effort made by the Council and Publica not to reveal a whistle-blower's identity if they so wish. However, it may be necessary for the whistle-blower to become an identified witness at an appropriate time, particularly if it has not been possible to substantiate the allegation by other means. The implications of this and the appropriate support/protection arrangements will be discussed with the whistle-blower. This is detailed at Part 3: Employee Safeguards and Assurances.
 - Ensure all reported allegations are treated fairly, ethically and consistently.
 - Provide a robust procedure and ensure any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue, as appropriate.
 - Provide reassurance for those acting in good faith that they will be protected from possible reprisals or victimisation. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because he or she has raised a legitimate concern. Victimisation of an employee for raising a qualified disclosure is a disciplinary offence.
 - If misconduct is discovered as a result of any investigation under this procedure, the relevant organisation's disciplinary procedure will be used, in addition to any other appropriate measures. This could include internal criminal investigation and appropriate further action.
 - Allow whistle-blowers to raise concerns and proceed further if they are dissatisfied with the organisational response. It should be recognised that certain cases will have to proceed on a confidential basis and that feedback will be limited due to legal constraints.
- 2.2. This policy is not a substitute for other policies and procedures on such matters as personal grievances, bullying and harassment, health and safety, safeguarding issues (children and/or adults) or complaints. It should also not be used to raise matters relating to an employee's own terms and conditions of service.
- 2.3. There are existing procedures in place to enable staff to lodge a grievance relating to their own employment. This process does not form part of this policy. For further guidance on whistle-blowing and grievances, staff can contact the Advisory, Conciliation and Arbitration Service (ACAS) at www.acas.org.uk/grievances.
- 2.4. If a member of the public has a concern about any service they have been provided by the Council or Publica then this should be raised as a complaint. There are existing procedures in place which relate to this. However, if that

Whistle-Blowing Policy

concern relates to malpractice by a member of staff, then they should be directed to Human Resources at the earliest opportunity.

- 2.5. If a member of the public has concerns relating to malpractice by a Councillor, then they should be directed to Democratic Services or the Monitoring Officer for the appropriate Council at the earliest opportunity.
- 2.6. Making malicious, vexatious or false allegations will not be tolerated and is a disciplinary offence. If a person makes an allegation in good faith and reasonably believes it to be true, but it is not confirmed by the investigation, the Council and Publica will recognise your concern. However, if a person makes an allegation frivolously, maliciously or for personal gain, appropriate action, which could include disciplinary proceedings, may be taken.
- 2.7. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, staff should not agree to remain silent and should report the matter at the earliest opportunity.
- 2.8. This policy and procedure is primarily for issues where the interests of others or of the organisation itself are at risk. That issue may be one of the following (although this list is not exhaustive). The following are examples of concerns that might be raised:
 - Financial irregularities including fraud, corruption or unauthorised use of public funds or other assets;
 - Conduct which is against the law, a miscarriage of justice or a failure to meet a legal obligation;
 - Failure to observe health and safety regulations, or actions which involve risks to the public or other staff;
 - Damage to the environment;
 - A criminal offence being committed;
 - Claiming benefits and/or expenses to which there is no entitlement;
 - The conduct of contractors and/or suppliers to the Council;
 - Sexual, racial, disability or other discrimination;
 - Neglect or abuse; physical or verbal;
 - Any other unethical conduct, malpractice, negligent or unprofessional behaviour;
 - Discriminatory acts not specifically covered by other procedures;
 - Concealment of any of the above;

3. EMPLOYEE SAFEGUARDS AND ASSURANCES

3.1. Harassment or Victimisation

3.2. The Council and Publica recognise that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice.

3.3. The Council and Publica will not tolerate harassment or victimisation in any form of anyone raising a legitimate concern. Any employee who attempts at any stage to apply any retribution or detriment to a whistle-blower will face serious disciplinary charges.

3.4. The Council and Publica will support and protect whistle-blowers who raise an issue in line with this policy, in accordance with the safeguards contained in the Public Interest Disclosure Act 1998. This legislation protects everyone from victimisation and dismissal when speaking out against corruption or malpractice at work.

3.5. Protection does not mean that if an employee is already the subject of disciplinary action or redundancy procedures that those procedures would cease or be suspended as a result of their whistle-blowing.

3.6. It may be that the employee making the report is (or was) directly involved in the action now being raised. In such circumstances it is in the employee's own interest to come forward as soon as possible. The Council and Publica cannot promise not to act against such an employee but the fact that they came forward may be taken into account.

3.7. Confidentiality and Anonymity

3.8. All reports will be treated in the strictest of confidence and every effort will be made to protect, and not disclose, the identity of an informant if that is their wish. However, if disciplinary or other proceedings are an option as a result of the investigation it may not be possible to take any action without further assistance, in which case the informant may be asked to become an identified witness and provide a witness statement. It is possible that the identity of the informant will become obvious during the investigation. In addition there is a risk that some colleagues may speculate about the source of the original complaint.

3.9. The law does not compel an organisation to protect the confidentiality of a whistle-blower. However, it is considered best practice to do so unless required by law to disclose it.

3.10. Any requests for disclosure of information relating to or collected as part of any whistle-blowing complaint or investigation will be considered and determined in

Whistle-Blowing Policy

accordance with the relevant provisions of the Freedom of Information Act 2000 and Data Protection Regulations / Legislation.

- 3.11. At all times the informant will receive full support from the Council and Publica. There will be a limited number of people aware of the investigation at any one time but there will always be a representative from Human Resources involved in the process.
- 3.12. This policy encourages a whistle-blower to put their name to an allegation. If you do not reveal your identity then you will not receive a response or feedback. It may also make the task of investigating the allegation and protecting the whistle-blower more difficult.
- 3.13. Concerns can of course be raised anonymously but are much less powerful. They can be considered at the discretion of the Council and Publica. In exercising this discretion the factors taken into account would include:
 - The seriousness of the allegation.
 - The credibility of the concern.
 - The likelihood of confirming the allegation from other sources.
- 3.14. Staff who whistle-blow can seek independent support from the charity Protect. Details can be found by following the link below.
<https://protect-advice.org.uk/>

4. PROCEDURE

- 4.1. **Raising a concern as an employee**
- 4.2. Issues should normally be raised with a member of the Human Resources Team. A decision can then be made in relation to how the matter will be dealt with and who should be informed depending on the seriousness and sensitivity of the issues involved and who is suspected of wrongdoing.
- 4.3. If the Human Resources staff are not available, staff may direct any concerns to Internal Audit or the Counter Fraud and Enforcement Unit.
- 4.4. Alternatively an employee can speak to their own manager, or someone they feel comfortable talking to. A third party may also attend any meetings for moral support however, they would be required to maintain confidentiality. A whistle-blower may also wish to take advice from, or invite, a trade union or professional association to raise a matter on their behalf. Meetings may be held away from the workplace if necessary.

4.5. Raising a concern as an elected Member

4.6. If an elected Member has any concerns about the work conducted by the Council or Publica, they should raise the matter directly with Democratic Services, the Chief Executive / Head of Paid Service or the Monitoring Officer. In the case of financial irregularity, disclosure may be made to the Chief Finance Officer.

4.7. Raising a concern as a third party contractor, agency staff etc.

4.8. Concerns should be raised with the Human Resources Manager, the Chief Executive or the Monitoring Officer. In the case of financial irregularity, disclosure may be made to the Officer appointed under section 151 of the Local Government Act 1972.

4.9. Alternative Reporting Routes

4.10. There are a number of prescribed bodies and organisations who may be contacted if there is a reason not to raise the matter internally. Staff can find guidance by following the link below which provides a comprehensive list with contact details therein.

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

4.11. In the case of Local Government, that would include raising concerns with the Council's External Auditor (to establish who this is, contact Public Sector Audit Appointments Limited <https://www.psa.co.uk>). If the concerns relate to the conduct of public business, value for money or fraud and corruption relating to the provision of public services, staff may contact the National Audit Office <https://www.nao.org.uk>.

4.12. The Council and Publica would not ordinarily expect a whistle-blower to make disclosures to the media prior to raising the matter internally. If a person does approach the media with their concerns, the informant should expect in most cases to lose their whistle-blowing law rights.

4.13. Process

4.14. Concerns may be raised by telephone, in person or in writing. The earlier the matter is raised, the easier it is to take action. A whistle-blower is asked to provide the nature of the concern and why they believe it to be true, background details giving names, dates and places where possible, together with any other supporting evidence or information. An informant may be asked if they have any personal interest in the matter.

Whistle-Blowing Policy

- 4.15. When raising an issue or making an allegation it is important that it is made clear that an informant is doing so as a whistle-blower to ensure they are dealt with correctly.
- 4.16. Although it is not expected that a person prove beyond doubt that the allegation is correct, it will need to be demonstrated that the allegation has been made in good faith and there are reasonable grounds for concern.
- 4.17. An informant should:
- Remain calm and not be flustered where possible;
 - Make a note of the facts as soon as it is feasible to do so;
 - Be specific with dates, times, locations, names etc.;
 - Deal with the matter promptly;
 - Contact someone with the appropriate authority to deal with the matter.
- 4.18. An informant should not:
- Be reticent because they fear they are wrong;
 - Approach, alert or confront the person they suspect of wrongdoing, directly themselves;
 - Investigate personally – there are important rules of evidence which must be adhered to;
 - Consult or discuss the matter with anyone other than those with the correct authority;
 - Do nothing or leave it to someone else to report;
- 4.19. If approached by someone wishing to whistle-blow, a person should take full details and contact a member of the Human Resources Team to discuss the matter. It is imperative that staff do not undertake any kind of investigation or intelligence gathering exercise which could compromise the evidence.
- 4.20. It may be necessary for Human Resources (or other appropriate Officer) to take a preliminary statement to gather more information to entirely understand the situation and nature of the allegation.

5. HOW THE COUNCIL AND PUBLICA WILL RESPOND

- 5.1. The action taken by the Council and Publica will depend on the nature of the issue. The Council and Publica will respond to your concerns as quickly as possible. Please note that making initial enquiries about the concerns is not the same as accepting or rejecting them.
- 5.2. The overriding principle for the Council and Publica will be the public interest. In order to be fair to all staff, including those who may be wrongly or mistakenly

Whistle-Blowing Policy

accused, initial independent enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. This decision will be made by Human Resources, the relevant Council Statutory Officers and Publica Directors. The matters raised may be:

- Investigated internally, either in accordance with internal policy and procedure or in line with criminal investigative regulations where appropriate. Whilst not all allegations will result in criminal action, this is an option open to the Council and Publica, and it is thus critical that the investigation is conducted in the appropriate manner. Evidence gathered as part of that investigation could form part of the disciplinary process whether or not criminal proceedings commence;
 - Referred to the Police or other external enforcement agency such as the Health and Safety Executive, Environment Agency etc.;
 - Referred to the External Auditor;
 - Form the subject of an independent enquiry.
- 5.3. Concerns or allegations which fall within the scope of existing procedures will normally be referred for consideration under those procedures. In some situations the matter may be resolved without the need for an investigation. Urgent and immediate action may be necessary where the security of relevant information is at risk or to protect the safety of staff.
- 5.4. If an investigation is appropriate, it may be necessary for this to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. However, in certain cases, such as allegations of ill treatment of others, suspension from work may have to be considered immediately. Protection of others is paramount in all cases.
- 5.5. Within ten working days of a concern being raised, the whistle-blower will receive the following in writing:
- Acknowledgement that the concern has been received;
 - Confirmation of how the Council and Publica propose to deal with the matter;
 - If an investigation is to take place, who will be conducting the investigation;
 - If further investigation is not appropriate, the reasons why;
 - Process information and staff support mechanisms.
- 5.6. Contact between the whistle-blower and the Officers considering the issues and/or conducting an investigation will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If the matter is on-going then feedback may be limited; if the matter is dealt with promptly then the whistle-blower will be advised on the outcome.

Whistle-Blowing Policy

- 5.7. You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.
- 5.8. Coordination of any investigation will be undertaken by a member of Human Resources with the authority to do so.
- 5.9. The investigation process is independent and will seek to determine whether an irregularity has been committed, and if so, by whom. The investigator will have the authority to access all necessary data and other resources pertinent to a full, fair and properly conducted investigation.
- 5.10. Once an investigation has been completed there are a number of potential outcomes including the following:
- No case to answer/ case closed;
 - Informal action;
 - Formal action, disciplinary action and/or prosecution by the appropriate body. Suspension may also be appropriate. (For information relating to these outcomes see the relevant internal Policy or Procedure where applicable which will detail processes, actions and appeal information);
 - External referral to the Police and/or other body.
- 5.11. The Council and Publica will do what it can to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are asked to give evidence in criminal or disciplinary proceedings, the Council and Publica will arrange for you to receive appropriate advice and support.
- 5.12. If a member of staff is dissatisfied with the conduct of an investigation, whether as the person under investigation, as the informant, or in any other involved capacity, a complaint may be raised with Human Resources who will ensure this is reviewed by a member of staff who is independent and who has not previously been involved in the investigation.
- 5.13. This Policy does not prevent any person from taking external legal advice.

6. RESPONSIBILITIES

- 6.1. Managers should ensure all staff, including agency staff, consultants and contractors etc. are aware of and follow all Council and Publica Policies and Procedures. Managers should register any whistle-blowing cases brought to their attention immediately with Human Resources and provide support to any employee making such a complaint.

Whistle-Blowing Policy

- 6.2. Staff should be vigilant and raise any serious concerns about aspects of work or practices which affect the integrity of the Council and Publica or safety of staff and/or the public.
- 6.3. Statutory Officers, Publica Directors and Senior Managers will respond to whistle-blowing submissions positively and within the timescales set out. The Chief Executive / Head of Paid Service and Managing Director has overall responsibility for ensuring that the policy is adhered to.
- 6.4. Human Resources will record and deal with any whistle-blowing issues including the provision of any support and advice as required to include attendance at meetings as necessary.

7. FURTHER INFORMATION

- 7.1. Further information on Council and Publica policy can be found in the following documents (or equivalent documentation / codes) :
 - The Constitution;
 - Code of Conduct for Staff and the Councillors Code of Conduct which include information in relation to gifts and hospitality and declaring and registering interests;
 - Counter Fraud and Anti-Corruption Policy;
 - Corporate Enforcement Policy;
 - Proceeds of Crime and Anti-Money Laundering Policy;
 - Recruitment and Selection Policies and Procedures;
 - Financial Rules;
 - Contract Rules or equivalent;
 - Fair Processing Statements;
 - Disciplinary and Grievance Procedures;

8. POLICY REVIEW

- 8.1. The Counter Fraud and Enforcement Unit and Human Resources will review and amend this policy as necessary to ensure that it continues to remain compliant and meets legislative requirements and the vision of the Council and Publica.
- 8.2. Human Resources and the Counter Fraud and Enforcement Unit will monitor the effectiveness of the Policy and provide the necessary awareness sessions to staff.
- 8.3. Responsible Department: Human Resources / Counter Fraud and Enforcement Unit
Date: January 2022
Review frequency as required by legislative changes / every three years.

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Agenda Item 8



COTSWOLD
DISTRICT COUNCIL

| | |
|----------------------------|---|
| Council name | COTSWOLD DISTRICT COUNCIL |
| Name and date of Committee | CABINET – 6 JUNE 2022 |
| Report Number | AGENDA ITEM 8 |
| Subject | CLEANING AND MAINTENANCE OF PUBLIC CONVENIENCES |
| Wards affected | Coln Valley, Bourton Village, Campden and Vale, Watermoor, St Michaels, Fairford North, Lechlade, Kempsford and Fairford South, Moreton East, Northleach, Stow, Tetbury Town |
| Accountable member | Cllr Andrew Doherty – Cabinet Member with responsibility for Environment, Waste and Recycling Email: Andrew.doherty@cotswold.gov.uk |
| Accountable officer | Mandy Fathers – Business Manager for Operations and Enabling Email: mandy.fathers@publicagroup.uk |
| Summary/Purpose | The purpose of this report is to provide options for delivery of the public convenience cleaning and maintenance service at the end of the current contract with Danfo. This agenda item wasn't advertised on the forward plan for 28 days due to the delay in obtaining the financial appraisal. However, as this isn't a key decision it's acceptable in accordance with the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012. The Chair of Overview & Scrutiny Committee was advised as a courtesy. |
| Annexes | None |
| Recommendation(s) | That the Cabinet: <i>a) Approve a one-year contract extension for the cleaning and maintenance of the Public Conveniences with Danfo;</i> <i>b) That a further review is carried out early in 2023 with the outcome of the review reported to Cabinet.</i> |
| Corporate priorities | <ul style="list-style-type: none"> Delivering our services to the highest standards |
| Key Decision | NO |
| Exempt | NO |
| Consultees/ Consultation | Leader and Deputy Leader, Chief Executive and Deputy Chief Executive, Monitoring Officer, Interim Head of Legal Services, Finance Business |



| | |
|--|---|
| | Partner, Group Manager, Director of Finance (Publica) |
|--|---|

BACKGROUND

- 1.1 The current contract for cleaning and maintenance of public conveniences was awarded in Sept 2020 to Danfo and covers 15 public convenience sites across the Cotswold District and 13 sites across the West Oxfordshire District. The contract includes cleaning, maintenance, locking, unlocking, and some administration duties such as meter readings, electrical testing and legionella testing.
- 1.2 There was an open tender process with the Danto submission being the highest score and the contract was awarded for 2 years with an option to extend for a further year. The contract began 1st October 2020 and will expire 31st September 2022. While there is an option to extend for a further year, it is prudent at this stage to carry out an assessment of options available.
- 1.3 Whilst there was a joint procurement process, a separate contract is in place for each authority.
- 1.4 Danfo have performed well over the last 2 years, and they have ensured that both local authorities have won awards for an excellent standard of service. These awards are given after un-announced spot inspections have been completed.
- 1.5 The contract covers 364 days of the year with an on-call service included when the facilities are open. Danfo works in partnership with the Councils, responding to any issues promptly, ensuring the reputation of all organisations are maintained.

2. MAIN POINTS

- 2.1 Danfo have expressed a desire to extend the contract but are seeking a cost increase due to the impact of inflation over recent months.
- 2.2 An option appraisal has been undertaken into the possible future provision of this service and the outcome is as follows:

Option A – Extend the current Danfo contract for a further 1-year period to 31 September 2023

| Pros | Cons |
|---|---|
| Danfo are a professional public facility provider and have extensive knowledge and many years experience in the provision of public facilities. They have industry knowledge and keep up with current technology. | Without 'testing the market', there is no proof of value for money. |
| Able to extend the contract with no gaps in service delivery | Pricing includes a contractors return or profit |



| | |
|--|---------------------------------------|
| Already a 'trusted' partner with confidence in their abilities | Revised price is above current budget |
| Access to back office reporting system detailing times premises were cleaned and reported maintenance issues | |
| Danfo have full responsibility of staff, recruitment/retention, training, sick/holiday cover reducing burden on in-house resources | |
| Economies of scale for purchasing cleaning produce | |
| Capability and capacity to carry out maintenance works as per contract specification | |
| Carry risk of further cost pressures beyond the latest agreed price | |

Option B – Ubico take on responsibility for Public Conveniences cleaning and maintenance

| Pros | Cons |
|---|--|
| Ubico are a trusted partner | Limited capability and capacity to deliver maintenance specification |
| They have experience of managing operational teams | Further cost pressure risk transferred to the Council |
| They have experience in the cleaning provision of public conveniences | May divert company from key strategic projects relating to waste and recycling contracts |
| Ability to vary the specification by agreement at cost price only | No back office ICT to monitor |
| No contractors return | Would require 'one-off' capital expenditure for set up costs for purchases of vehicles, back office systems etc. |

Option C – End the current contract and re-tender

** If this option were pursued Councils would need to give the required notice to Danfo by 30 June 2022

| Pros | Cons |
|---|--|
| Will test the current market position | Timelines would be extremely tight with a risk of not meeting the timeframe required to ensure a new contract in place on 1 October 2022 |
| Will embed further inflation risk with supplier | With the uncertainty of increasing inflation any new contract may increase significantly to cover increased costs |
| | |

Option D – Bring the service provision 'in-house' with directly employed staff under Publica

| Pros | Cons |
|---|--|
| Increased flexibility and able to target resource | Increase resources required plus additional management/supervision |
| Direct control of staff and activities | No back office ICT to monitor |



| | |
|---|--|
| Ability to vary the specification by agreement at cost price only | Limited capability and capacity to deliver maintenance specification |
| No contractors return | Would require 'one-off' capital expenditure for set up costs for purchases of vehicles, back office systems etc. |
| | Further cost pressure risk transferred to the Council |

3. FINANCIAL IMPLICATIONS

- 3.1 The relative cost of each option is shown below. The one-year extension of the Danfo contract represents an increase of £14,022 on the 21/22 contract cost (Oct-Sep) or 7.6%.
- 3.2 If the Council chooses to accept this price the budget overspend in the current financial year will be £6,020 (note this is not quite half of the revised price as there is a slight overprovision in Apr- Sept this year). This overspend will have to be managed as an in-year budget challenge and may reduce the planned contribution to the General Fund of £31,175.

| Option A (extend Danfo) | Revised Contract Price (2022/23) | Budget (2022/2023) | Revised Contract above Budget |
|----------------------------|-------------------------------------|-----------------------|-------------------------------|
| | £197,600 | £184,569 | £13,031 |

| | |
|-----------------------------|---|
| Option B (Ubico) | Still awaiting a firm price but as a Teckal company pricing assumed to be in line with Publica/In-House pricing |
| | |
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|---------------------------------|--|
| Option C (Re-Tender) | Without 'testing' the market, it would be difficult to estimate any costings. Due to the uncertainty with the current and future unknown increases in inflation this option is considered a potential financial risk and therefore it is not proposed to proceed with this option. |
|---------------------------------|--|

| | | |
|--|--|-----------------|
| Option D (Bring service provision 'in-house') | Cost / description | |
| | Annual Revenue Costs | |
| | Staff (incl o/heads) | £156,470 |
| | | |
| | Vehicle Leasing Costs | £13,824 |
| | Direct costs (Consumables, replacement uniforms, equipment, fuel costs etc.) | £ 46,020 |
| | Total | £216,314 |



| | | |
|--|--|----------------|
| | Excess to Contract Price (Option A) | £18,714 |
| | | |

- 3.3 The overall financial comparison to the Council's budget is shown below. It is proposed that an extension of the existing contract with Danfo is accepted for a further year, given the price differential and the risk transfer to the Council of any further inflationary pressures in the current economic environment if Ubico or Publica were awarded the contract.

| Option | Danfo | Ubico* | Publica |
|---------------------|----------|-----------|-----------|
| Contract Price | £197,600 | £216,314 | £216,314 |
| 22/23 Budget Impact | + £6,020 | + £15,377 | + £15,377 |

* To be confirmed

4. LEGAL IMPLICATIONS

- 4.1 The current contract with Danfo stipulates that either party must give 3 months' notice before the expiry of the initial term of the extension period if it wishes to extend or end the service provision. This means that the Council must give notice of its intentions to Danfo by 30 June 2022.

5. RISK ASSESSMENT

- 5.1 The risks that have been identified and are in the body of the report.

6. EQUALITIES IMPACT

- 6.1 There are no unacceptable adverse effects on the protected characteristics covered by the Equalities Act that have been identified.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 7.1 There are none associated to this report

8. ALTERNATIVE OPTIONS

- 8.1 Due to the current economic environment it is proposed that the alternative options considered in this report be reviewed in more detail at the beginning on the new calendar year with alternative options brought back to Cabinet for further consideration.

(END)

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CABINET – 2022 - AGENDA ITEM 11

SCHEDULE OF DECISION(S) TAKEN BY THE LEADER OF THE COUNCIL AND/OR INDIVIDUAL CABINET MEMBERS

Note: Further details regarding the decision(s) are available in the relevant Decision Notice(s).

| Cabinet Member | Meeting Date | Subject | Decision(s) |
|--|-----------------------------|--|--|
| Cabinet Member for Health and Wellbeing | 28 th March 2022 | Strengthening Local Communities Grant Funding | The Cabinet Member considered the recommendations of the Officer and resolved to accept the recommendation to approve to submit an application to the NHS Gloucestershire Clinical Commissioning Group for grant funding of £149,995. |
| Deputy Leader and Cabinet Member for Finance | 9 th May 2022 | Discretionary Council Tax Discount Applications for Discretionary Rate Relief | The Cabinet Member considered the recommendations of the Officer and resolved to accept the recommendation The Cabinet Member considered the recommendations of the Officer and resolved to accept the recommendations for both Discretionary Rates Relief reports (items 2 and 3) with the exception of the application received from Churn Neighbourhood Project Ltd (listed in the first report under recommendation t). The Cabinet Member resolved to recommend to the officer that relief would be granted and not refused. |

(END)