



Minutes of a meeting of Cabinet held on Monday, 3 October 2022.

Councillors present:

Rachel Coxcoon
Tony Dale
Andrew Doherty

Mike Every
Joe Harris - Chair
Juliet Layton

Lisa Spivey

Officers present:

Rob Weaver – Chief Executive
Jo Moore – Deputy Chief Executive
Angela Claridge – Director for Governance
Jan Britton – Managing Director Publica
Craig Fisher – Benefits Manager
Caleb Harris – Democratic Services
Wayne Smith – Democratic Services

Observers:

Councillor - Stephen Andrews

38 Apologies

Apologies were received from Councillor Jenny Forde

39 Declarations of Interest

There were no declarations of interest from Members.

There were no declarations of interest from Officers.

40 Minutes

Minute 18

(para 2) "...and the development of disabled access changing places and toilets." Should read "...and the development of disabled access hanging places toilets."

(para 3) "The Cabinet noted that the disabled access changing places and toilets located within commercial sites" should read "The Cabinet noted that the disabled access Changing Places toilets located within commercial sites"

Minute 33

(para 2) "The Deputy Leader and Cabinet Member for Finance introduced the report and provided details of the additional costs that had been incurred by postponing the

Cabinet

03/October2022

commencement of work from winter 2021” should read “The Deputy Leader and Cabinet Member for Finance introduced the report and provided details of the additional costs that had been, *and would be* incurred by postponing the commencement of work from winter 2021”

(para 3) “Cabinet noted the additional funding was required due to delaying the commencement of work to avoid the risk of the work causing inconvenience and loss of car park access during the village’s busy spring and summer tourist season” should read “Cabinet noted the additional funding was required due to delaying the commencement of work to avoid the risk of the work causing inconvenience and loss of car park access during the village’s busy spring tourist season”

Cabinet was Chaired by Council Leader, Councillor Joe Harris not Councillor Juliet Layton

RESOLVED that, subject to the amendments above the minutes of the meeting of Cabinet held on 05 September were approved as a correct record.

Voting Record – For 7, Against 0, Abstentions 0, Absent 1,

41 Chair's Announcements (if any)

There were no announcements from the Chair.

42 Public Questions

There were no Public Questions.

43 Member Questions

There were no Public Questions.

44 Data Retention Policy

The purpose of the report was to seek approval for an updated Data Retention Policy to ensure compliance with the Council’s statutory obligations, whilst at the same time being open and transparent in relation to records management.

The Cabinet Member for Corporate Services introduced the report and summarised the policy that determined the methods and periods of time that data can be retained and disposed of by the Council.

Council noted the retention and disposal of most electronic data was automated and Officers and data-owners were regularly updated on their specific responsibilities for retention and disposal of other data.

Council noted that all e-mails and press releases were deleted automatically after 3 years.

Council noted that Council Tax Support data is retained for 7 years, however electronic data from accounts that were not live on 1 April 2019 was not transferred to the current Council Tax system, and had not therefore been retained. Data held in other ways would have been retained.

Cabinet

03/October2022

RESOLVED: Cabinet approved the Data Retention Policy attached at Annex A.

Voting Record – For 7, Against 0, Abstentions 0, Absent 1,

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

The purpose of the report was to provide Cabinet with the draft Executive/Scrutiny Protocol for consideration and, if approved, recommend to Council that the Protocol be approved for inclusion in the Constitution.

The Director for Governance introduced the report and summarised the proposed protocol that captures how the Executive (Cabinet, and Publica and CDC Senior Management) should interact and work together with Overview and Scrutiny Committee.

RESOLVED: Cabinet agreed to endorse the Executive/Scrutiny Protocol (attached at Annex A), and recommend to the Council that the Protocol be approved for inclusion in the Constitution, and that Overview and Scrutiny Committee were also recommended to endorse the Protocol..

Voting Record – For 7, Against 0, Abstentions 0, Absent 1,

46 Draft Q1 Financial and Performance Report

The purpose of the report was to provide an update on progress of the Council's priorities and service performance and to provide information on the Council's financial position.

The Chief Executive introduced the report and summarised how the Council's key priorities had been progressed, and how the Council had performed against some of its key performance measures.

Cabinet noted that:

- The number of flood wardens had increased
- The Town and Parish Council forum was now established and working well
- The number of missed bins had halved, year on year
- The revenue figure showed a very small underspend when neighbouring authorities were reporting overspends of up to £2.8M.
- Q2 would be more challenging due to the current financial climate.
- The Digital Skills Centre had opened at Cirencester College
- Share Prosperity Fund bid had delivered investment into the District

Cabinet welcomed the improvements to the Cotswold Water Park and thanked Councillor Layton for leading on this.

RESOLVED: Cabinet reviewed the overall progress on the Council priorities, service delivery and financial performance for 2022-23 Q1 and agreed to recommend to Full Council that following a successful bid for funding from the Department of Levelling Up Housing and Communities, the 2022-23 capital programme is adjusted to include a budget of £162,500 to install four accessible 'Changing Places' toilets across the district for people with severe disabilities.

Voting Record – For 7, Against 0, Abstentions 0, Absent 1

47 **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members**

There were no decisions taken by the Leader of the Council or individual Cabinet Members to consider.

48 **Issue(s) Arising from Overview and Scrutiny and/or Audit**

There were no issues arising from Overview and Scrutiny or Audit Committees.

The Meeting commenced at 6.00 pm and closed at 6.50 pm

Chair

(END)