

# Public Document Pack



**COTSWOLD**  
DISTRICT COUNCIL

Tuesday, 17 May 2022

Tel: 01285623208  
e-mail - [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk)

## COUNCIL

You are summoned to attend the Annual General Meeting of the Full Council to be held at Council Chamber, Trinity Road, Cirencester on **Wednesday, 25 May 2022 at 6.30 pm.**

Rob Weaver  
Chief Executive

To: Members of the Council

(Councillors Stephen Andrews, Tony Berry, Gina Blomefield, Claire Bloomer, Ray Brassington, Patrick Coleman, Rachel Coxcoon, David Cunningham, Tony Dale, Andrew Doherty, Mike Evemy, Jenny Forde, Joe Harris, Mark Harris, Stephen Hirst, Robin Hughes, Roly Hughes, Nikki Ind, Sue Jepson, Julia Judd, Richard Keeling, Juliet Layton, Andrew Maclean, Nick Maunder, Richard Morgan, Dilys Neill, Richard Norris, Nigel Robbins, Gary Selwyn, Lisa Spivey, Tom Stowe, Ray Theodoulou, Steve Trotter and Clive Webster)

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. **Election of Chair of the Council**  
To appoint the Chair of the Council for the 2022-23 civic year.  
  
Following the election, the Chair will make the Declarations of Acceptance of Office and address the Council
4. **Election of Vice-Chair of the Council**  
To appoint the Vice-Chair of the Council for the 2022-23 civic year.  
  
Following the election, the Vice-Chair will make the Declarations of Acceptance of Office and address the Council
5. **Announcements of Chair, Leader and Chief Executive**
6. **Record of Attendances (Pages 5 - 6)**  
To receive the record of attendances for the 2021-22 civic year.
7. **Appointment of Cabinet**  
In accordance with the Constitution, to receive the appointments made by the Leader of the Council in respect of Cabinet Members for 2022-23.
8. **Political Composition of the Council and Formation of Political Groups (Pages 7 - 10)**  
The Chief Executive to present the report setting out notifications received under Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990
9. **Appointment of Committees (Pages 11 - 16)**  
To consider the report and allocate committee seats to political groups and determine appointments to committees.  
  
*Please note that the council may be asked under this item to approve alternative arrangements to strict political proportionality for appointments to committees and other bodies in accordance with Regulation 20 of the Local Government (Committee and Political Groups) Regulations 1990.*
10. **Appointment to External Bodies (Pages 17 - 20)**  
To receive notice of the appointments made to external bodies for the 2022-23 civic year.
11. **Next meeting of Council - 20 July 2022 at 6.00pm**

(END)

This page is intentionally left blank

# Agenda Item 6

## COTSWOLD DISTRICT COUNCIL

### DECISION-MAKING MEETINGS BY THE LEADER OF THE COUNCIL AND INDIVIDUAL CABINET MEMBERS

MAY 2021-2022

<u>Leader/Cabinet Member</u>	<u>Number of Meetings Held</u>
Leader of the Council	1
Deputy Leader and Cabinet Member for Finance	7
Climate Change and Forward Planning	2
Health and Wellbeing	2
Housing and Homelessness	-
Environment, Waste and Recycling	3
Economy and Council Transformation	-
Development Management and Licensing	3

This page is intentionally left blank

# Agenda Item 8



**COTSWOLD**  
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	ANNUAL COUNCIL – 25 MAY 2022
Report Number	AGENDA ITEM 8
Subject	POLITICAL COMPOSITION OF THE COUNCIL AND FORMATION OF POLITICAL GROUPS
Wards affected	All
Accountable member	Full Council
Accountable officer	Robert Weaver, Chief Executive Officer Email: <a href="mailto:robert.weaver@cotswold.gov.uk">robert.weaver@cotswold.gov.uk</a>
Summary/Purpose	To advise the Council of the notifications received under Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 giving the composition of political groups.
Annexes	Annex A – Group Schedule 2022
Recommendation(s)	<i>Full Council are asked to note the report</i>
Corporate priorities	All
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A



**1. MAIN POINTS**

- 1.1 This report provides Council with information of all notifications received in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 giving the composition of political groups.

**2. FINANCIAL IMPLICATIONS**

- 2.1 None

**3. LEGAL IMPLICATIONS**

- 3.1 None

**4. RISK ASSESSMENT**

- 4.1 Not required

**5. EQUALITIES IMPACT**

- 5.1 Not required

**6. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 6.1 None

**7. ALTERNATIVE OPTIONS**

- 7.1 None

**8. BACKGROUND PAPERS**

- 8.1 There are no relevant background papers

(END)





**Annex A**  
**Political composition of Cotswold District Council – May 2022**

<b>Liberal Democrat Group – 18 members</b>	<b>Ward</b>
Claire Bloomer	New Mills
Ray Brassington	Four Acres
Patrick Coleman	Stratton
Rachel Coxcoon	Moreton East
Tony Dale	Northleach
Andrew Doherty	Fairford North
Mike Evely	Siddington and Cerney Rural
Jenny Forde	Chedworth and Churn Valley
Joe Harris	St Michael's
Mark Harris	Abbey
Roly Hughes	Chesterton
Juliet Layton	South Cerney Village
Nick Maunder	Bourton Village
Dilys Neill	Stow
Nigel Robbins	The Beeches
Gary Selwyn	Watermoor
Lisa Spivey	The Ampneys and Hampton
Clive Webster	Moreton East

<b>Conservative Group – 14 members</b>	<b>Ward</b>
Stephen Andrews	Lechlade, Kempsford and Fairford South
Tony Berry	Kemble
Gina Blomefield	Campden and Vale
David Cunningham	Fosseridge
Stephen Hirst	Tetbury Town
Robin Hughes	Sandywell
Sue Jepson	Blockley
Julia Judd	Ermin
Richard Keeling	Bourton Vale
Richard Morgan	Grumbolds Ash with Avening
Richard Norris	Tetbury with Upton
Tom Stowe	Campden and Vale
Ray Theodoulou	Coln Valley
Steve Trotter	Lechlade, Kempsford and Fairford South

The Council also consists of 1 Green and 1 Independent member. In accordance with the Local Government (Committees and Political Groups) Regulations 1990 these do not constitute a political group, however the Constitution makes provision for them to receive one Committee seat each.

<b>Green – 1 member</b>	<b>Ward</b>
Andrew Maclean	The Rissingtons

<b>Independent – 1 member</b>	<b>Ward</b>
Nikki Ind	Tetbury East and Rural



<b>Political Composition</b>
Liberal Democrat – 18 members
Conservative – 14 members
Green – 1 member
Independent – 1 member
Total – 34 members



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	ANNUAL COUNCIL – 25 MAY 2022
Report Number	AGENDA ITEM 9
Subject	APPOINTMENT OF COMMITTEES
Wards affected	All
Accountable member	Full Council
Accountable officer	Robert Weaver, Chief Executive Officer Email: <a href="mailto:robert.weaver@cotswold.gov.uk">robert.weaver@cotswold.gov.uk</a>
Summary/Purpose	<p>This report sets out those matters reserved to Council at its Annual Meeting:</p> <ul style="list-style-type: none"> <li>• To establish the allocation of seats to political groups based on proportionality and to agree arrangements for making the necessary adjustments to proportionality based on appointments to individual Committees.</li> <li>• To make appointments to Committees for the Civic Year 2022/23</li> <li>• To make appointments to the positions of Chair and Vice Chair of Committees for the Civic Year 2022/23</li> </ul>
Annexes	Annex A – Details of the Committees for which appointments are to be made. An updated Annex A setting out the nominations from the Group Leaders will be emailed to Members before meeting.
Recommendation(s)	<p><i>Full Council is recommended to:</i></p> <ol style="list-style-type: none"> <li><i>a) Determine that, in accordance with Section 15 of the Local Government and Housing Act 1989 (“the Act”), the Council shall continue to apply the political balance provisions under the Act;</i></li> <li><i>b) Appoint Councillors to serve on the Council’s Committees as set out in Annex A for a term of office expiring at the next Annual Meeting of the Council;</i></li> <li><i>c) Appoint Chair and Vice-Chair for the Council’s Committees for the Civic Year, 2022/23 by asking members of each committee to elect their Chair and Vice-Chair.</i></li> </ol>
Corporate priorities	All
Key Decision	NO



Exempt	NO
Consultees/ Consultation	N/A



## **1. BACKGROUND**

- 1.1** The Local Government and Housing Act 1989 (“the Act”) requires the Council to allocate Committee seats to political groups in proportion, as far as is reasonably practicable to the size of those groups on the Council and that the Council review that allocation each year at the Annual Meeting. The requirement is for representation to be proportional on each Committee and across the relevant Committees taken as a whole, subject to Section 15 (5) (b) of the Act which provides that where the majority of seats on the Council are held by one political group, that group shall have a majority on all bodies to which appointments are made.
- 1.2** Membership of political groups of the Council will be reported to the Annual Meeting elsewhere on the Agenda. This will then inform the proportionality calculation for each Committee.
- 1.3** Under the Council’s political groups scheme, if the Council is unable to make appointments or matters change during the year the Chief Executive is authorised to consult with the group leaders and following that consultation to adjust the number and allocation of seats to each group to give effect to the rules on proportionality and to make appointments as necessary, in accordance with the nominations of the group leaders.
- 1.4** It is open to the Council or a Committee or other relevant council body carrying out a review, to adopt some other arrangement and allocate seats on a different basis other than that prescribed by the Act. Notice of such a proposal must be given in the council summons, and a decision would have to be made without any member voting against the arrangement. This is known as a nem con vote by the Council. Abstentions from voting do not invalidate the nem con vote. Notice has been given on the Agenda so that Council is not denied that opportunity.
- 1.5** Committee membership is for one year with the appointments made at the Annual Meeting.
- 1.6** Members who service on Cabinet cannot service on the Overview and Scrutiny Committee.
- 1.7** Under the Constitution, Members cannot serve on the Planning and Licensing Committee unless they have received training.

## **2. MAIN POINTS**

- 2.1** Under Section 15 of the Act, the Council must review the representation of the different political groups on Committees and other relevant Council bodies at the Annual Council Meeting or as soon as practicable after that meeting. The statutory provisions have been added to by the Local Government (Committees and Political Groups) Regulations 1990 as amended in 1991.
- 2.2** The Constitution requires the Annual Meeting of Council to appoint Councillors to serve on the Council’s Committees and other Council bodies for the civic year 2022/23.
- 2.3** It is for each Committee to elect its Chair and Vice-Chair. However, it is the custom and practice of the Council for this to be done at the Annual Meeting by inviting the newly elected Committee to call for nominations so that a vote can be taken.



**3. FINANCIAL IMPLICATIONS**

3.1 None

**4. LEGAL IMPLICATIONS**

4.1 As detailed in this report

**5. RISK ASSESSMENT**

5.1 An effective Committee structure and decision making process is central to the success of the Council's improvement programme. There is a risk that if appointments are not made this could result in a delay in decision making for the Council.

**6. EQUALITIES IMPACT**

6.1 Not required

**7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

7.1 None

**8. ALTERNATIVE OPTIONS**

8.1 None

**9. BACKGROUND PAPERS**

9.1 There are no relevant background papers

(END)



**Annex A**  
**Committee Appointments**

**Planning and Licensing Committee (11 seats)**

Chair:

Vice-Chair:

Liberal Democrats (6 seats)	Conservatives (4 seats)	Green Party (0 seats)	Independent (1 seat)

**Overview and Scrutiny Committee (10 seats)**

Chair:

Vice-Chair:

Liberal Democrats (5 seats)	Conservatives (4 seats)	Green Party (1 seat)	Independent (0 seats)

**Audit Committee (7 seats)**

Chair:

Vice-Chair:

Liberal Democrats (4 seats)	Conservatives (3 seats)	Green Party (0 seats)	Independent (0 seats)



**Performance and Appointments Committee (Statutory Officers)**

Chair:

Vice-Chair:

Liberal Democrats (4 seats)	Conservatives (3 seats)	Green Party (0 seats)	Independent (0 seats)



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	FULL COUNCIL – 25 MAY 2022
Report Number	AGENDA ITEM 10
Subject	<b>Appointments of Representatives to Outside Bodies</b>
Wards affected	ALL
Accountable member	Cllr Joe Harris, Leader Email: <a href="mailto:joe.harris@cotswold.gov.uk">joe.harris@cotswold.gov.uk</a>
Accountable officer	Claire Hughes, Business Manager for Corporate Responsibility Email: <a href="mailto:claire.hughes@publicagroup.uk">claire.hughes@publicagroup.uk</a>
Summary/Purpose	This report provides Council with an up to list of appointments to Outside Bodies.
Annexes	Annex A - 2022/23 Outside Body Appointments
Recommendation(s)	<i>That Council notes the report</i>
Corporate priorities	N/A
Key Decision	No
Exempt	No
Consultees/ Consultation	None



## **1. BACKGROUND**

- 1.1. Appointments to outside bodies are a responsibility of the Leader, who makes such appointments annually in May.

## **2. MAIN POINTS**

- 2.1. The appointments for 2022/23 are included in Annex A to this report.
- 2.2. Any Councillor who does not wish to continue with an existing appointment; or who wishes to be considered as an appointee to one or more particular bodies, is requested to let Democratic Services know as soon as possible and by no later than 5 pm on Friday 17 May. The details of any requests will then be made available for the meeting.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. Travel and subsistence allowances will be payable in respect of the majority of appointments made, if claimed.
- 3.2. Provision for this is included in the Council's budget.

## **4. LEGAL IMPLICATIONS**

- 4.1. None.

## **5. ALTERNATIVE OPTIONS**

- 5.1. The Cabinet is free to make such appointments as it considers appropriate.

## **6. BACKGROUND PAPERS**

- 6.1. None.



**Annex A**

**COTSWOLD DISTRICT COUNCIL**

**REPRESENTATIVES ON OUTSIDE BODIES 2022/23**

<b>OUTSIDE BODY</b>	<b>NUMBER OF REPRESENTATIVES</b>	<b>REPRESENTATIVE(S) 2022/23</b>
1. Community Safety Partnership	1	Jenny Forde
2. Cotswold Canals Partnership Board	1	Stephen Andrews
3. Cotswold Health and Wellbeing Partnership	1	Jenny Forde
4. Cotswold Area Of Outstanding Natural Beauty (AONB)	1	Clive Webster
5. Gfirst Local Enterprise Partnership	1	Tony Dale
6. Gloucestershire County Council Economic Growth Joint Committee	1+ 1 sub	Tony Dale Joe Harris
7. Gloucestershire County Council Economic Growth Scrutiny Committee	1+ 1 sub	Gina Blomefield Patrick Coleman
8. Gloucestershire County Council Health Overview and Scrutiny Committee	1+ 1 sub	Stephen Andrews Dilys Neill
9. Gloucestershire Economic Growth Joint Committee Strategic Planning Leaders' Board	1+ 1 sub	Tony Dale Joe Harris
10. Gloucestershire Police and Crime Panel	1	Ray Brassington
11. Leadership Gloucester	1	Joe Harris



<b>OUTSIDE BODY</b>	<b>NUMBER OF REPRESENTATIVES</b>	<b>REPRESENTATIVE(S) 2022/23</b>
12. Publica	1	Joe Harris
13. South West Audit Partnership	1	Patrick Coleman
14. South West Councils	1	Joe Harris
15. Ubico	1	Joe Harris (attended by Andrew Doherty)
16. Safer Gloucestershire Board	1	Jenny Forde
17. Cirencester Civic Society Board	1	Gary Selwyn