

# Public Document Pack



**COTSWOLD**  
DISTRICT COUNCIL

Monday, 10 October 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, 18 October 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, Gary Selwyn, Nigel Robbins, Nikki Ind and David Cunningham)

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. **Minutes**  
The minutes of the meeting held on 4<sup>th</sup> October 2022 will be considered at the meeting on 22<sup>nd</sup> November 2022.
3. **Substitute Members**  
To note details of any substitution arrangements in place for the Meeting.
4. **Declarations of Interest**  
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
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. **Called-in Decisions**
9. **Performance Task and Finish Group (Pages 5 - 8)**  
Purpose  
To provide the Overview and Scrutiny Committee with an update on progress for Phase I of the Task and Finish Group's Work.  
  
Recommendation(s)  
That the Overview and Scrutiny Committee notes the update contained within this report.
10. **Housing services - relationship with Housing Associations and Cotswold District Council's housing support**  
Purpose  
To receive the verbal update given to the Committee  
  
Recommendation(s)  
To note the update given and provide comment on the presentation.

11. **Car Parking service update**  
Purpose  
To receive the verbal update given to the Committee
- Recommendation(s)  
To note the update given and provide comment on the presentation.
12. **Executive Scrutiny Protocol (Pages 9 - 18)**  
Purpose  
Modernising the Constitution
- Recommendation(s)  
The Overview and Scrutiny Committee are recommended to:
- Endorse the Executive/Scrutiny Protocol attached at Annex A
  - Recommend to the Council that the Protocol be approved for inclusion in the Constitution.
13. **Quarterly Digest**  
Purpose  
To consider any issues arising out of the Quarterly Digest for future debate and/or action by the Committee.
14. **Executive Forward Plan/Work Plan (Pages 19 - 36)**  
Purpose  
To receive the current Forward Plan and work plan of the Committee.
- Recommendation(s)  
To note both plans and provide feedback if required to officers.

(END)

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# Agenda Item 9



**COTSWOLD**  
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	18 <sup>th</sup> OCTOBER 2022
Report Number	AGENDA ITEM 9
Subject	Task and Finish Group – Performance Management and Reporting. Phase I Update
Wards affected	All
Accountable member	Cllr Patrick Coleman - Chair of Task and Finish Group Email: Partick.Coleman@cotswold.gov.uk
Accountable officer	Stuart Rawlinson Business Manager - Resources, Data, Growth Email: <a href="mailto:stuart.rawlinson@publicagroup.uk">stuart.rawlinson@publicagroup.uk</a>
Summary/Purpose	To provide the Overview and Scrutiny Committee with an update on progress for Phase I of the Task and Finish Group's Work.
Annexes	None
Recommendation(s)	<i>That the Overview and Scrutiny Committee notes the update contained within this report.</i>
Corporate priorities	The work of the task and finish group supports the Council's key principle of:  "Rebuilding trust and confidence in the council by promoting a culture of openness and transparency"  This impacts all Corporate Priorities contained within the plan.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Cllrs Andrews, Coleman, Cunningham, and Robbins Senior Officers at Cotswold District Council and Publica



## **1. BACKGROUND**

- 1.1** As part of its programme of work during 2021/22, The Overview and Scrutiny Committee proposed the formation of a working group to make recommendations to the Cabinet in relation to the extant Key Performance Indicator Suite.
- 1.2** This task and finish group was formed in Q.1 of 2022/23 with the express purpose of “reviewing the current data provided as part of the quarterly performance report with a view to establishing whether it is fit for purpose, provides the information required and make recommendations to Cabinet on proposed changes to the data and presentation thereof.”
- 1.3** Delivery of this objective has been addressed through a multi phase plan agreed by the working group consisting of:
  - 1.3.1** Foundation Phase: Review of Corporate Plan and alignment of indicators to council priorities
  - 1.3.2** Phase 1: Initial Review - Addressing any immediate improvements that could be made to KPI indicators and supporting information
  - 1.3.3** Phase 2: Detailed Review - A deeper, forensic assessment of services and current measures to support assurance to the Cabinet and management of services
- 1.4** The purpose of this report is to provide an update on progress made to date, in advance of an end of Phase 1 summary report at the end of Q3.

## **2. TASK AND FINISH GROUP UPDATE**

- 2.1** Progress with the project has remained steady with a number of tasks being successfully completed in Q.1 and Q.2; specifically:
  - 2.1.1** Completion of the Foundation Phase
  - 2.1.2** Finalisation of the Group’s Terms of Reference and Phase 1 work plan
  - 2.1.3** Update of The Task and Finish Group’s membership and induction of those new members
  - 2.1.4** 121 meetings with all Cabinet Members and the Head of Business Information and Performance Management
  - 2.1.5** Delivery of meetings between service experts, cabinet members, and the task and finish group in the following Portfolios:
    - Climate Change and Forward Planning
    - Finance
    - Development Management and Licensing
- 2.2** The above three areas have generated useful research, discussion and proposals for maturing and enhancing the extant suite of the indicators. These proposals include recommendations for metrics providing assurance about our work in tackling the Climate Emergency and performance of the Councils Revenues, Benefits and Planning Services. All



recommendations in relation to the above matters will be provided in the Phase I Summary Report.

- 2.3** For all portfolios, delivery has extended slightly beyond the original remit of Phase I, as it quickly became apparent that discussion of immediate changes and improvements were intrinsically linked to the longer term review of assurance indicators. The resultant position is that both matters have been discussed, providing both the foundations for and reducing the burden on key personnel during Phase 2.
- 2.4** The group is on track to complete Phase I in Q3, on the provision that key personnel will be available. This will include a summary report back to The Overview and Scrutiny Committee.

### **3. CONCLUSIONS**

- 3.1** The following key milestones form the forward plan for Q3:
  - 3.1.1** Conclusion of remaining Task and Finish group meetings
  - 3.1.2** Collation of recommendations in a Phase I summary report to be returned to Overview and Scrutiny during Q3
  - 3.1.3** Capture of the data pertinent to any enhanced indicators, which are accepted by The Cabinet
- 3.2** Any indicators formally adopted by Cabinet will be deployed in Q1 of 2023/24, which will progress concurrently with Phase 2 of the plan, commencing in Q4 2022/23.

### **5. FINANCIAL IMPLICATIONS**

- 5.1** Nil

### **6. LEGAL IMPLICATIONS**

- 6.1** Nil

### **7. RISK ASSESSMENT**

- 7.1** The primary risk associated with the work of the group is associated with the availability and capacity of key personnel. Whilst being an exceptionally useful format to develop recommendations for enhancement of the KPI suite, it has proved challenging to achieve mutually agreeable group dates over the summer period. We anticipate that this pressure will reduce as we move into the autumn and hence mitigate the risk.

### **8. EQUALITIES IMPACT**



8.1 At this point, the work comprising Phase I is ongoing. When the work is complete and list of recommendations produced in relation to a revised list of indicators, this will be accompanied by an EIA.

## 9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 As described above, the work comprising Phase I is ongoing. When this work is complete, implications in relation to Climate and Ecological Emergencies will be set out.

## 10. ALTERNATIVE OPTIONS

10.1 N/A

## 11. BACKGROUND PAPERS

11.1 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:

- none

These documents will be available for inspection online at [www.cotswold.gov.uk](http://www.cotswold.gov.uk) or by contacting democratic services [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) for a period of up to 4 years from the date of the meeting.

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Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>OVERVIEW &amp; SCRUTINY COMMITTEE 18 OCTOBER 2022</b>
Report Number	<b>AGENDA ITEM 12</b>
Subject	<b>DRAFT EXECUTIVE SCRUTINY PROTOCOL</b>
Wards affected	ALL
Accountable member(s)	Cllr Joe Harris - Leader of the Council Email: <a href="mailto:joe.harris@cotswold.gov.uk">joe.harris@cotswold.gov.uk</a>
Accountable officer(s)	Angela Claridge, Director of Governance & Development Tel: 01282 623219 Email: <a href="mailto:angela.claridge@cotswold.gov.uk">angela.claridge@cotswold.gov.uk</a> <u>Andrew Brown, Business Manager, Democratic Services</u> Tel: 01993 861634 Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a>
Summary/Purpose	Modernising the Constitution.
Annexes	Annex A – Draft Executive Scrutiny Protocol
Recommendation/s	The Overview and Scrutiny Committee are recommended to: <ul style="list-style-type: none"> <li>• Endorse the Executive/Scrutiny Protocol attached at Annex A</li> <li>• Recommend to the Council that the Protocol be approved for inclusion in the Constitution.</li> </ul>
Corporate priorities	Ensure that all services provided by the Council are delivered to the highest standard
Key Decision	No
Exempt	No
Consultees/ Consultation	Elected Members of the Constitution Working Group (Cllrs J Harris, Evely, Andrews, Spivey, Ind, Neill, Coleman & Theodoulou) Chair & Vice-Chair of Overview & Scrutiny Committee (Cllrs Andrews & Selwyn) Chief Executive Interim Deputy Chief Executive/SI51 Officer Head of Legal Services Business Manager – Democratic Services

## REPORT

1. The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Council has a legal duty to publish an up to date Constitution and it should be reviewed annually with any necessary changes being considered at the Full Council.
2. The Constitution must contain:
  - the Council's Standing Orders/Procedure Rules;
  - the Members' Code of Conduct;
  - such information as the Secretary of State may direct;
  - such other information (if any) as the authority considers appropriate.
3. The Chair of Overview & Scrutiny Committee requested that the Constitution Working Group endorse the introduction of a new part to the Constitution – an Executive/Scrutiny Protocol (“the Protocol”). The Constitution Working Group at its meeting on 10 February 2022 endorsed the draft protocol for further consultation with the Cabinet, and Overview & Scrutiny Committee.
4. Cabinet, at their meeting on 9 May, 2022, considered the draft Protocol and commented:
  - within the policy, ‘policy development’ and ‘decision making’ needed to be clearly defined;
  - the timescale of 10 working days for responses to Overview & Scrutiny proposals may not be workable although accepted that this timescale had been defined in a statutory instrument.
  - proposed that the report be deferred for further consultation.
5. Overview & Scrutiny Committee, at their meeting on 24 May, 2022, also considered the draft Protocol and made the following observations;
  - policy development and decision making need to be clearly defined;
  - clarity in relation to the (para 3.2) term “Informal Setting”;
  - as Overview and Scrutiny Committee is not a decision making body, this should be reflected in the Protocol, words such as ‘approved’ should be replaced by ‘agreed’, and the output from the Committee should only ever be recommendations;
  - noted that the term ‘executive’ is intended to include both Cabinet and officers from the Senior Management Team.
  - the Chair recommended that following Annual Council, the Chair and Vice Chair of Overview and Scrutiny for the new year, together with relevant officers, should review the Protocol and make proposed amendments for further consideration.
6. The Chair and Vice-Chair of Overview & Scrutiny have subsequently met with

officers and an updated version of the draft Protocol is included at Annex A for members to review.

7. The Protocol is not a mandatory part of the Constitution, but is considered good practice. It sets out the basis for a positive relationship between the Cabinet and Overview & Scrutiny Committee.
8. Whilst the Protocol will form part of the Constitution and therefore requires Council approval. Consultation with the Cabinet and Overview & Scrutiny Committee is being sought prior to taking a report to a meeting of Council.

#### **FINANCIAL IMPLICATIONS**

9. None specific or arising from this report.

#### **LEGAL IMPLICATIONS**

10. There is no legal requirement for the Council to have a Protocol although it is considered best practice in the 'Overview and Scrutiny: Statutory Guidance for Councils and Combined Authorities (MHCLG)' document published in May 2019.

#### **BACKGROUND PAPERS**

11. Overview and Scrutiny: Statutory Guidance for Councils and Combined Authorities (MHCLG) document published in May 2019 available on the Centre for Governance & Scrutiny website.

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## **DRAFT EXECUTIVE SCRUTINY PROTOCOL FOR COUNCILLORS OF COTSWOLD DISTRICT COUNCIL V4**

**September 2022**

### **1. Introduction**

1.1 Overview & Scrutiny must be located at the strategic heart of the authority and is a key element of the decision making process acting as a 'critical friend'.

1.2 This Protocol applies to Scrutiny (all members of the Overview & Scrutiny Committee, including substitutes and any Member who sits on an Overview & Scrutiny Task & Finish Group), and the Executive (all Members of Cabinet and executive officers with delegated authority to undertake executive functions).

### **2. Trust**

2.1 All Members should promote an atmosphere of openness at Overview & Scrutiny meetings and should strive to ensure that questioning and debate takes place within a climate of mutual respect and trust.

2.2 Overview & Scrutiny Members need to trust that Members of the Executive are being open and honest.

2.3 Executive Members need to trust Overview & Scrutiny Members with information and to trust in their views.

### **3. Policy Development and Pre-Decision Scrutiny**

3.1 "Policy Development" refers to the development of the Budget and Policy Framework, which is defined in Article 4 of the Constitution as comprising the following plans and strategies (as agreed by Full Council 14 July 2021):

- Corporate Strategy/Corporate Plan
- Community Strategy
- Crime and Disorder Reduction Strategy
- Plans and strategies which together comprise the Development Plan (the Cotswold District Local Plan and the Council's input into the Gloucestershire County Structure Plan)
- Housing Strategy
- Pay Policy
- Licensing Policy Statements (Licensing Act 2003 and Gambling Act 2005)

3.2 The Budget and Policy Framework also includes a number of budgetary policies which may be more appropriately developed in conjunction with Audit Committee - The Medium-Term Financial Strategy; Capital Programme; Setting the Council Tax; Decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure

and the setting of virement limits, and The Capital, Treasury Management and Investment Strategies.

3.3 The importance of early input from Overview & Scrutiny into policy development is recognised. Scrutiny can act as a sounding board and a think tank in investigating issues coming up on the horizon, bringing in added value. Cabinet Members and Executive Officers should draw to the attention of Overview & Scrutiny Committee any key policy in addition to those in the Budget and Policy Framework that is being developed or is due for review to ensure timely input.

3.4 The development of the Budget and Policy Framework needs to be an inclusive process involving both Cabinet and Overview & Scrutiny Committee. The Cabinet and relevant lead Officer will consider the views of Scrutiny in the development of the policy and provide a response to the recommendations of Scrutiny within 28 days or earlier should the report of the Cabinet require publication. The detail of Scrutiny's involvement shall also be included within the body of the Cabinet report. The Cabinet/Full Council will continue to be responsible for approving and adopting policy.

3.5 Cabinet Members may wish to request views from Scrutiny on a decision before it is taken. The Cabinet Member will be responsible for circulating the details to the relevant Scrutiny Committee Members, through Democratic Services. Utilising this as an option does not exclude the decision from being subject to call-in. However, it will give the Cabinet Member the ability to consider different views and perspectives of a decision to be taken before it is taken.

3.6 Scrutiny may review the Forward Plan and select upcoming decisions for pre-decision scrutiny.

#### **4. Holding Decision Makers to Account**

4.1 A key role of Scrutiny is in holding the Cabinet to account for decisions taken and performance of services. In holding the Cabinet to account Scrutiny Members will:

- Consider decisions taken by the Cabinet, individually and collectively and items on the Forward Plan through formal Overview & Scrutiny Committee meetings;
- Review service performance and performance against policy and targets;
- Be prepared to ask searching questions that provide a constructive challenge;
- Be positive and respectful in their interactions with Cabinet Members and Executive Officers;
- Represent the voice of the public;
- Listen to the responses provided and assist the Cabinet in identifying areas for further consideration and improvement.

4.2 In return, Cabinet Members will:

- Be willing to be open, honest and engaged in providing a response to constructive challenge;
- Value the importance of Scrutiny;
- Be supportive of the scrutiny process and invite and seek opinion from Scrutiny on decisions to be taken, where appropriate;
- Provide a positive contribution to Scrutiny meetings;
- Attend meetings when invited to do so to answer questions and present information:

- By way of a direct answer
- By reference to published publications
- By referring a matter to an Officer in attendance, if they are not able to respond
- If an answer cannot immediately be given, by providing a written answer within five working days unless it is not reasonable to do so. If considered unreasonable, an explanation as to why will be given.
- A combination of the above four options.

4.3 The Chair of the Overview & Scrutiny Committee has a legal role in respect of any key executive decision that has not been notified on the Council's Forward Plan for 28 clear days prior to the date of decision. In exceptional circumstances the Council may need to operate alternative decision making arrangements for a period of time e.g. in response to an emergency. In any such situation it is expected that the Chair of the Overview & Scrutiny Committee would be consulted on any urgent key decisions in the normal way.

## **5. Scrutiny Work Planning**

5.1 Prior to the start of each Municipal Year, Scrutiny will hold a Work Planning Workshop. As part of this Workshop the views of the relevant Cabinet Member(s) will be inputted, as will the views of Overview & Scrutiny Members, Officers, any external guests who are invited to contribute, and any members of the public who submit suggestions to the Council. The advice of the Cabinet Member(s) may be sought regarding the priorities of the Council, areas of planned policy development and they will be asked to highlight any areas of conflict and instances where Scrutiny may be invited to assist in work. The Workshop will inform the development of a draft Scrutiny Work Programme. At the beginning of the Municipal Year the views of any new Overview & Scrutiny Committee Members and Cabinet Members will be sought before the draft work plan is presented to the first meeting of the Overview & Scrutiny Committee.

5.2 The Chair & Vice-Chair of the Overview & Scrutiny Committee will informally meet periodically with the Leader and Cabinet Members in order to:

- Discuss upcoming issues and provide for ongoing Cabinet input into Scrutiny work plans;
- Ensure liaison between Scrutiny and the Cabinet over Council priorities, targets and performance;
- Continue to build on the positive working relationship between the two functions.

5.4 In setting and reviewing its work plan, Scrutiny will be mindful of the constraints of the organisation and will take advice from officers on prioritisation, which may be informed by the following considerations (TOPIC criteria):

**Timeliness:** Is it timely to consider this issue?

**Organisational priority:** Is it a Council priority?

**Public Interest:** Is it of significant public interest?

**Influence:** Can Scrutiny have meaningful influence?

**Cost:** Does it involve a high level of expenditure, income or savings?

## **6. Overview & Scrutiny Recommendations to Cabinet**

6.1 Scrutiny may make recommendations to the Cabinet about functions for which the Council is responsible or about issues that affect the district and its people through a report

arising from a formal Committee meeting or by way of an Overview & Scrutiny Committee Task & Finish Group report.

6.2 Once Scrutiny has agreed a recommendation, the views of the relevant Cabinet Member(s) will be sought within 10 working days (if not already provided at a meeting) and will be included within the report. The Chair and Vice-Chair of the Overview & Scrutiny Committee will have the opportunity to meet with the relevant Cabinet Member(s) to discuss the recommendation and the response before the final report is submitted to the Cabinet for consideration. Upon formal receipt of a recommendation from Scrutiny, Cabinet will:

- Give due consideration to any recommendations or views expressed and respond to recommendations in writing within 2 months of receipt of the recommendations;
- Provide an explanation for the reasons why recommendations made by Scrutiny have not been pursued (where applicable).

## **7. What Scrutiny Can Expect From Senior Officers.**

7.1 Whilst Scrutiny undertakes to deliver effective outcomes for local people, it will only be able to do this if senior officers make a commitment to work with and respond to Scrutiny in a constructive manner. The following are proposed as the roles and responsibilities that will govern the Council and Publica's relationship with Scrutiny. Senior Officers will:

- Provide professional advice to Scrutiny;
- respect the independence of Scrutiny;
- recognise the value that Scrutiny can add to service improvement;
- co-operate positively with Scrutiny in developing and undertaking its work programme;
- participate in the monitoring of the implementation of recommendations made by Scrutiny that are agreed by Cabinet;
- Contribute to a positive culture that values constructive scrutiny.

## **8. Call-in**

8.1 Decisions may be called in in accordance with the procedure rules set out in Part 4.13 of the Constitution. Cabinet Members will be expected to attend any meetings of Scrutiny at which a call-in request in relation to their area of responsibility is being considered. If the relevant Cabinet Member cannot attend, the Leader or a Deputy Leader should attend in their absence. The purpose of their attendance will be to answer questions of fact not to present the item. The following procedure will take place where call-ins are being considered:

- i. The Member who called in the decision will speak first;
- ii. The Chair will invite the Cabinet Member (decision maker) to respond;
- iii. The Committee will then ask questions of the decision maker, who may ask a relevant Officer to supply further information if necessary;
- iv. Scrutiny debates the issue and votes on the outcome. The Committee will either agree with the decision, in which case it can be implemented immediately, or agree to refer the decision back to the decision maker with comments. Alternatively the Committee could refer the call in to Full Council.

## **9. Scrutiny Consideration of Confidential or Exempt Decisions**

9.1 Scrutiny Members have a right to access exempt information pertaining to their engagement with policy development or decisions that have been taken or are yet to be taken in order to allow effective scrutiny. Should a Scrutiny Member wish to ask questions pertaining to exempt information at a public Committee meeting, the press and public will be excluded from the meeting in accordance with the Council's Constitution and the Cabinet Member will be expected to answer in an open and transparent manner. The exempt information will remain confidential and all elected Members and Officers who receive that information shall maintain that confidentiality in line with the Codes of Conduct for Elected Members and Officers.

## **10. Ensuring Compliance with the Protocol**

10.1 The Monitoring Officer and the Business Manager (Democratic Services) will be responsible for overseeing compliance with the Cabinet/Scrutiny Protocol which should be used by Members to support the wider aim of supporting and promoting a culture of scrutiny. The success of the Protocol will be determined by:

- Recognition of the value of scrutiny;
- A clear record of constructive challenge;
- Valuable scrutiny reviews that achieve impactful outcomes;
- An open and accountable decision making process.

10.2 An Annual Report may be submitted to Full Council each year with the aim of demonstrating the impact of Scrutiny and the effectiveness of the Protocol. The report may also include the draft Scrutiny Work Programme for the following year.

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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**

**OCTOBER 2022 – DECEMBER 2022**

*Published 3<sup>rd</sup> October 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](mailto:democratic@cotswold.gov.uk) **Telephone:** 01285 623000 **Website:** [www.cotswold.gov.uk](http://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	Coordination of executive functions, Policy framework including the corporate plan, Publica Housing and homelessness, Town and Parish Council liaison, Clean and Green campaign, UBICO (including street cleaning)
Mike Evemy (Deputy Leader)	Finance	Financial strategy and management, Revenue and Benefits 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, Allowable solutions
Tony Dale	Economy and Council Transformation	Car parking operations and strategy, Business transformation, Local Enterprise Partnership and county-wide partnerships, Economic development, Recovery Investment Strategy, Tourism and visitor information centres, Chamber of commerce liaison
Andrew Doherty	Waste and Recycling	UBICO (Waste and Recycling), Waste and recycling, Flooding
Jenny Forde	Health and Wellbeing	Refugee support, Public health, well-being and mental health, Improving social mobility and tackling social isolation, Crime, disorder and safety, Supporting and safeguarding people, Health centres, museums and culture, Young people
Juliet Layton	Development Management and Licensing	Development Management, Heritage and design management, Environmental and regulatory services, Cotswold Water Park
Lisa Spivey	Corporate Services	Property and asset management, Trinity Road transformation, Democratic services, Communications and consultation, Customer experience and channel shift

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
Cabinet/Scrutiny Protocol – draft for consideration by the Cabinet.	No	No	Cabinet	3 Oct 2022	Joe Harris Leader of the Council	Angela Claridge	Constitution Working Group – 10 <sup>th</sup> February 2022 4 <sup>th</sup> May 2022  Overview and Scrutiny Committee – 24 <sup>th</sup> May 2022	
Draft Q1 Financial and Performance Report	No	No	Cabinet	3 Oct 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Jo Moore		
Investments under the recovery strategy	Yes	Yes	Cabinet	3 Oct 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Jo Moore	Capital Programme Investment Board	
Data Retention Policy	No	No	Cabinet	3 Oct 2022	Joe Harris, Leader of the Council	Claire Hughes	None	None
Updates to the Constitution	Yes	No	Special Council	5 Oct 2022	Joe Harris, Leader of the Council	Angela Claridge	Constitution Working Group	CDC Constitution
Council Tax Support Scheme Proposals for 2023/24	Yes	No	Cabinet	7 Nov 2022	Mike Evey, Deputy Leader and Cabinet	Jon Dearing	Council Leader and Deputy Leader. Portfolio Holder,	

			Council	16 Nov 2022	Member for Finance		Chief Executive and Deputy Chief Executive, Monitoring Officer and Interim Head of Legal Services.	
Counter Fraud and Anti-Corruption Policy approval	No	No	Cabinet	7 Nov 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Emma Cathcart	Audit Committee – September 2022	
Long Term Council Tax Empty Premium Exemption on Proposed Demolition Properties	No	No	Cabinet	7 Nov 2022	Mike Evey, 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
Investments under the recovery strategy	Yes	Yes	Cabinet	7 Nov 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Jo Moore	Capital Programme Investment Board	
Delivery of carbon zero affordable homes through a collaboration agreement with Bromford Housing Association and the transfer of land at	Yes	No	Cabinet	7 Nov 2022	Joe Harris, Leader of the Council	Claire Locke/ Andrew Turner	Parish Council, Neighbours to scheme, Ward Member, wider public	

Broadleaze, Down Ampney								
Procurement and Contract Management Strategy – Draft for Consultation	No	No	Cabinet	7 Nov 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Ciaran Okane	Approved by the Audit Committee on the 28th April 2022	Procurement and Contract Management Strategy.
Flood Management Service Review	No	No	Cabinet	7 Nov 2022	Andrew Doherty, Cabinet Member for Waste and Recycling	Phil Martin		
Old Station – Permission to proceed with investment and request for funding	Yes	No	Cabinet	7 Nov 2022	Councillor Lisa Spivey Cabinet Member for Corporate Services	Jo Moore	Capital Programme Investment Board Town Council Civic Society	
Budget and MTFS	Yes	No	Cabinet	7 Nov 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Jo Moore	Publica officers, Cabinet Member and portfolio holder	
Rural England Prosperity Fund	Yes	No	Cabinet	7 Nov 2022	Tony Dale, Cabinet Member for the Economy and Council Transformation	Paul James	Cabinet Members, Senior Management, Key stakeholders from the rural community e.g. Gloucestershire Rural Community Council, National	Rural England Prosperity Fund prospectus - <a href="https://www.gov.uk/government/publications/rural-england-">https://www.gov.uk/government/publications/rural-england-</a>

							Farmers Union, Royal Agricultural University, Council for the Protection of Rural England, Cotswold National Landscape	prosperity-fund-prospectus
Motion referred to Cabinet from Council: Providing warm places for people struggling to heat their homes during the day.	No	No	Cabinet	7 Nov 2022	Jenny Forde, Cabinet Member for Health and Wellbeing	Jacqui Wright		
Council Tax Support Scheme Proposals for 2023/24 16 Nov 2022	Yes	No	Council	16 Nov 2022	Mike Evey, 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.	
Agile Working Capital Expenditure Report	Yes	No	Cabinet Member Delegated Decision	TBC	Lisa Spivey, Cabinet Member for Corporate Services	Claire Locke	Consultations within the Agile Working Project Report March 2022	Agile Working Project report
Draft Q2 Financial and Performance Report	No	No	Cabinet	5 Dec 2022	Mike Evey, Deputy Leader and Cabinet Member for Finance	Jo Moore		

Cirencester Town Centre Framework Masterplan – Draft for Consultation	Yes	No	Cabinet	5 Dec 2022	Rachel Coxcoon Cabinet Member for Climate Change and Forward Planning	James Brain	Extensive consultation with CDC, CTC and GCC members and officers, businesses, organisations, community groups, town council. Engagement has (and is happening) through attendance of workshops, meetings and CTC and CDC's respective project board groups. Mace (the firm commissioned to deliver the Master Plan) has also interviewed various stakeholders with interests in the town centre	Local Plan Issues and Options (regulation 18) consultation.  <a href="https://www.cotswold.gov.uk/media/kdflaax/11-1-la-cotswold-district-local-plan-2011-2031-partial-update-issues-and-options-consultation-feb-2022.pdf">https://www.cotswold.gov.uk/media/kdflaax/11-1-la-cotswold-district-local-plan-2011-2031-partial-update-issues-and-options-consultation-feb-2022.pdf</a>
Investments under the recovery strategy	Yes	Yes	Cabinet	5 Dec 2022	Tony Dale, Cabinet Member for Economy and Council Transformation	Jo Moore	Capital Programme Investment Board	
Peer Review Update	No	No	Cabinet	5 Dec 2022	Joe Harris, Leader of the Council	Rob Weaver		



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## COTSWOLD DISTRICT COUNCIL OVERVIEW AND SCRUTINY WORK PLAN CIVIC YEAR

2022-23

**Chair:** Cllr Stephen Andrews

**Vice-Chair** Cllr Gary Selwyn

The Local Government Act 2000 established four main roles for overview and scrutiny committees to perform:

- Holding the executive to account, including performance management
- Policy development and review
- External scrutiny
- Best value

The Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities published by MHCLG in May 2019 includes a number of policies and practices authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

The Centre for Public Scrutiny and the Local Government Association outlined four principles for effective scrutiny:

- Constructive ‘critical friend’ challenge
- Amplifies the voices and concerns of the public
- Led by independent people who take responsibility for their role
- Drives improvement in public services.

Good scrutiny and good governance support and reinforce these principles and should lead to the following points being taken as key for good scrutiny to thrive:

- Accountability – an environment where responsibility for services and decisions is clear and where those holding responsibility can and are answerable for success and failure;
- Transparency – the publication, proactively, of information relating to services and decisions to allow local people, and others, to hold policymakers and decision-makers to account; and,
- Involvement – rules, principles and processes whereby a wide range of stakeholders (including elected representatives) can play active roles in holding to account, and influencing and directing the development of policy.

In addition to the items detailed in this work plan, every agenda will include a review of the Executive Forward Plan, the Quarterly Digest of GCC Scrutiny meetings and the Scrutiny Work Plan.

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
21 <sup>st</sup> June 2022	Waterpark Strategy		Juliet Layton, Cabinet Member for Development Management and Licensing	Philippa Lowe	Overview and Scrutiny Committee
	Performance Task and Finish Group update			Stuart Rawlinson	Overview and Scrutiny Committee
	Q4 2021-22 Performance Report			Rob Weaver	Overview and Scrutiny Committee
	Quarterly Digest			-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan			-	Overview and Scrutiny Committee

20th September 2022					
	Q1 2022/23 Performance Report	- Noting the updates within the Q1 Report.		Mary-Ann Forest/Rob Weaver	Overview and Scrutiny Committee

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
	Crime and Disorder Committee – Community Safety Partnership report	<ul style="list-style-type: none"> <li>- Reviewing the Community Safety Partnership and the plans for the year ahead.</li> </ul>	Jenny Forde, Cabinet Member for Health and Wellbeing	Jacqui Wright	
	Planning and Development	<ul style="list-style-type: none"> <li>- Reviewing the performance of the development area.</li> <li>- Oversight of strategic development.</li> <li>- Reviewing the service performance of the Planning team and progress up to present.</li> </ul>	Juliet Layton, Cabinet Member for Development Management and Licensing	Phil Shaw	Presentation
	Leisure and Culture Options Update (outcome of Full Council 25.05.2022)	<ul style="list-style-type: none"> <li>- Noting the update on contract process since 25<sup>th</sup> May 2022</li> </ul>	Jenny Forde, Cabinet Member for Health and Wellbeing	Scott Williams	Short Written report
	Recovery Investment Strategy	<ul style="list-style-type: none"> <li>- Scrutiny of risks, management and timing of delivery of the strategy in a report.</li> <li>- Governance of the strategy and consultation with the Capital Programme Investment Board.</li> <li>- Looking at information from the board around achievability of investments.</li> </ul>	Tony Dale, Cabinet Member for Economy and Council Transformation	Jo Moore	Report and documents from Capital Programme Investment board.
	CDC questions for the Flood Forum on 21 <sup>st</sup> October	<ul style="list-style-type: none"> <li>- Providing information and notification of the flood forum in advance of the meeting on 21<sup>st</sup> October.</li> </ul>		Lawrence King	Overview and Scrutiny Committee
	Quarterly Digest	<ul style="list-style-type: none"> <li>- Reviewing outcome of meetings at a county level</li> </ul>		-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan	<ul style="list-style-type: none"> <li>- Reviewing the forthcoming business in the Work Plan and the Executive Forward Plan.</li> </ul>		-	Overview and Scrutiny Committee

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
<b>18<sup>th</sup> October 2022</b>					
	Performance Task and Finish Group	- To note the update from the task and finish group		<b>Stuart Rawlinson</b>	Overview and Scrutiny Committee
	Local Plan Update		Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning	<b>James Brain</b>	Overview and Scrutiny Committee
	Car parking		Tony Dale – Cabinet Member for the Economy and Council Transformation		Overview and Scrutiny Committee
	Executive Scrutiny Protocol	- To receive the updated protocol and provide comment		Angela Claridge, Director for Governance	Overview and Scrutiny Committee
	Quarterly Digest			-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan			-	Overview and Scrutiny Committee

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
22nd November 2022	Budget/Medium Term Financial Strategy	To review the draft budget and consultation responses prior to approval of budget by Full Council	Mike Evemy, Deputy Leader of the Council and Cabinet Member for Finance		Overview and Scrutiny Committee
	Housing – Bromford Presentation and Q&A		Joe Harris, Leader of the Council		Overview and Scrutiny Committee
	Climate Change Emergency		Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning		Overview and Scrutiny Committee
	Leisure and Culture Options Update (outcome of Full Council 25.05.2022)		Jenny Forde, Cabinet Member for Health and Wellbeing		Overview and Scrutiny Committee
	Q2 2022/23 Performance Report				Overview and Scrutiny Committee
	Quarterly Digest			-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan			-	Overview and Scrutiny Committee

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
24 <sup>th</sup> January 2023	Budget		Mike Evely, Deputy Leader of the Council and Cabinet Member for Finance	-	Overview and Scrutiny Committee
	Ubico				Overview and Scrutiny Committee
	Broadband Fastershire				Overview and Scrutiny Committee
	South West Ambulance Service				Overview and Scrutiny Committee
	Leisure and Culture Options Update				Overview and Scrutiny Committee
	Quarterly Digest			-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan			-	Overview and Scrutiny Committee

Meeting Date	Topic	Objectives for Scrutiny	Relevant Cabinet Member	Lead Officer	Method
21st March 2023					
	Neighbourhood Planning				
	Leisure & Culture Options Update				
	Publica				
	Q3 2022/23 Performance Report				
	Quarterly Digest			-	Overview and Scrutiny Committee
	Work Plan/Executive Forward Plan			-	Overview and Scrutiny Committee

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