



COTSWOLD
DISTRICT COUNCIL

Friday, 7 July 2023

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CABINET

A meeting of the Cabinet will be held at Council Chamber - Trinity Road on **Monday, 17 July 2023** at **6.00 pm**.

Rob Weaver
Chief Executive

To: Members of the Cabinet
(Councillors Joe Harris, Mike Evemy, Tony Dale, Juliet Layton, Lisa Spivey, Claire Bloomer, Paul Hodgkinson and Mike McKeown)

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 7 - 16)**
To approve the minutes of the previous meeting on 19 June 2023.
4. **Chair's Announcements**
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 one minute each and relate to issues under the Cabinet's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Chair will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**
No Member Questions have been submitted prior to the publication of the agenda.

A Member of the Council may ask the Chair, the Leader, a Cabinet Member or the Chair of any Committee a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Chair to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

7. Rural England Prosperity Fund (Pages 17 - 24)

Purpose

To inform Cabinet of the approval of the Council's Rural England Prosperity Fund submission and to endorse the approach the Council is taking to allocating the funding.

Recommendations

That Cabinet resolves to:

- 1) Note the approval of the Council's submission to the Government for the Rural England Prosperity Fund (REPF);
- 2) Note that the first year allocation of £191,073 has been approved, with the second year allocation of £573,219 approved subject to compliance with the Government's Memorandum of Understanding;
- 3) Endorse the approach to allocating the funding as set out in section 4.
- 4) Delegate authority to the Chief Executive to agree the details of the REPF grant schemes and to make final decisions on funding in consultation with the Cabinet Member for Economy and Council Transformation, having regard to the recommendations of the Assessment Panel.
- 5) Delegate authority to the Chief Executive in consultation with the Cabinet Member for Economy and Council Transformation to agree arrangements and enter into a contract with a third party provider for administering the grant schemes and providing support to businesses, community groups and Town and Parish Councils in delivering their projects.

8. Planned Expenditure of the Homelessness Prevention Grant - Homes for Ukraine top up 2023-2024 (Pages 25 - 38)

Purpose

To consider the planned expenditure of the Homelessness Prevention Grant – Homes for Ukraine top up 2023/2024

Recommendations

It is recommended that Cabinet:

- 1) Approve the expenditure detailed within section 3 of this report
- 2) Approve the delegation of any amendments to these allocations to the Business Manager - Housing in consultation with the Leader of the Council and the Deputy Chief Executive Officer subject to compliance with the ring fenced grant conditions
- 3) Approve the delegation of decisions on any other uplifts or grants that may be given over the financial years 2023-24 to address increased demands on the Housing Service to the Business Manager - Housing in consultation with the Leader of the Council and the Deputy Chief Executive Officer subject to compliance with the ring fenced grant conditions

9. Infrastructure Funding Statement 2022/23 (Pages 39 - 62)

Purpose

To notify Cabinet of the Infrastructure Funding which provides an overview of all Community Infrastructure Levy (CIL) and Section 106 monies collected, held and spent.

Recommendation

That Cabinet resolves to note publication of the Infrastructure Funding Statement

10. **Updated Procurement and Contract Management Strategy (Pages 63 - 86)**
Purpose
To present an updated draft Procurement and Contract Management Strategy for comment and consideration by Cabinet.
- Recommendation
That Cabinet resolves to:
- 1) Approve the updated Procurement and Contract Management Strategy and recommend it for approval by Council.
11. **Council Priority and Service Performance Report - 2022-23 Quarter 4 (Pages 87 - 162)**
Purpose
To provide an update on progress on the Council's priorities and service performance
- Recommendation
That Cabinet resolves to:
- 1) Note overall progress on the Council priorities and service performance for 2022-23 Q4 and the post reporting period events.
12. **2022/23 Final Revenue and Capital Outturn Report (Pages 163 - 196)**
Purpose
This report sets out the outturn position for the 2023/24 financial year.
- Recommendations
That Cabinet resolves to:
- 1) Reviews and notes the financial position set out in this report.
2) Approve the carry forward of unspent capital budget included in table 5 of £1.114m into the 2023/24 Capital Programme.
13. **2023/24 Revenue and Capital Financial Performance Report - High Risk budgets (Pages 197 - 208)**
Purpose
This report provides members with an initial view on the financial challenge for the Council in the current financial year.
- Recommendations
That Cabinet resolves to:
- 1) To note the initial view on high-risk budgets/financial performance
2) Agree to establish a new earmarked reserve "Treasury Management Risk" as set out in para 5.13 of this report
14. **Review and future support for grant maintained visitor information centres (Pages 209 - 218)**
Purpose
To advise Cabinet of the outcome of an 18 month review of the four grant-aided Visitor Information Centres (VICs) and their performance against Service Level Agreement measures. To consider future support for existing grant-aided VICs.

Recommendations

That Cabinet resolves to:

- 1) Note the content of the review's outcome.
- 2) Agree forward funding from the Council Priorities Fund (CPF) of £9,000 for a transitional period to the end of December 2023 for costs associated with Bourton on the Water VIC .
- 3) Enter into discussion and consultation with relevant parties to recoup the Council from the unallocated balance of the Bourton Tourism Levy.

15. **Commercial Solar Photovoltaic Installations on Council Assets (Pages 219 - 236)**

Purpose

To seek agreement to invest in the installation of solar PV on the roofs of buildings owned and in some cases leased by the Council based on the business cases set out within this report. To agree to enter into a contract with the preferred contractor for the installation of the solar PV.

Recommendations

- 1) Agree to recommend that Full Council should agree to proceed with the investment in roof mounted solar PV based on the business cases in this report, and that,
 - 2) The Council seeks to enter into sale agreements, for the electricity generated, with the tenants, with the terms of these agreements and the decision to proceed with some but not all tenants delegated to the Deputy Chief Executive Officer in consultation with the Deputy Leader and Cabinet Member for Finance.
 - 3) Agree to enter into contract with the preferred contractor identified in Annex A, for the provision and installation of Solar PV. and related equipment.
 - 4) Delegate to the Deputy Chief Executive Officer the decision to exclude any tenanted sites based on further Due Diligence associated with energy usage or vulnerability around continued tenant occupation.
 - 5) Delegate to the Deputy Chief Executive Officer the decision to adjust the indicative electricity sale price to tenants as long as changes to the projected project returns are in-line with projections contained within this report.
 - 6) Agree to recommend that Full Council should set aside funding for contingency costs of £27,000 from the Council Priorities Fund with delegation to the Deputy Chief Executive Officer to allocate subject to the business case still being viable or expenditure being unavoidable due to structural condition of the building.
- Allocate revenue funding of £3,400/year for a part-time shared Energy Manager post and include in the next budget update. Noting that this will be funded from Solar PV income.

16. **Decision to provide a Cotswold residents' group-buying scheme for solar PV panels (Pages 237 - 256)**

Summary

To obtain Cabinet approval for the Council to enter an arrangement with a company, Switchd Ltd trading as MakeMyHouseGreen, to co-brand and promote a district-wide domestic rooftop solar group purchasing scheme.

The scheme's aim is to increase the uptake of solar PV in the district by building on the trust that residents have in the Council as a statutory body, and reducing risk, increasing confidence and ensuring cost-effectiveness for homeowners considering the purchasing rooftop solar PV and battery systems.

Recommendations

That Cabinet resolves to:

- 1) Approve the Council's engagement with Switchd Ltd to run a district-wide householder support programme for purchasing solar panels.
- 2) Delegate authority to the Head of Climate Action, in consultation with Cllr Mike McKeown, CDC's Heritage and Design Manager, Publica's Business Manager for Communications and Marketing and Publica's Head of Legal Services to enter into a contract with Switchd Ltd and run a programme of Council communications to support the scheme.

17. Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 257 - 258)

To note the Schedule of Decisions taken by the Leader of the Council and Individual Cabinet Members.

18. Issue(s) Arising from Overview and Scrutiny and/or Audit

19. Matters exempt from publication

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20. Exempt annexes for Item 15 (Pages 259 - 268)

21. Exempt annexes for Item 16 (Pages 269 - 282)

22. Cleaning and Maintenance of Public Conveniences (Pages 283 - 290)

Purpose

To provide a summary of options for the delivery of the public convenience cleaning and maintenance service

Recommendations

That Cabinet resolves to:

- 1) Approve a further one-year extension under a contract waiver for the cleaning and maintenance of Public Conveniences with Danfo.
- 2) Approve the reduced specification/service requirements for the one-year extension.
- 3) Request officers to conduct an in-depth review of service provision to be carried out during the period of extension to inform future contract options.

(END)