

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Monday, 3 July 2023

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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, 11 July 2023 at 5.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Overview and Scrutiny Committee
(Councillors Gina Blomefield, Gary Selwyn, David Cunningham, Roly Hughes, Angus Jenkinson, Dilys Neill, Michael Vann, Tony Slater, Clare Turner and Jon Wareing)

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 - 5:00pm (5mins including substitute Members and Declarations of Interest)**

2. **Substitute Members**

To note details of any substitution arrangements in place for the Meeting.

3. **Declarations of Interest**

To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.

4. **Minutes – 5:05pm (5 minutes) (pages 5-10)**

To confirm the minutes of the meeting of the Committee held on

5. **Chair's Announcements – 5:10pm (10 minutes)**

6. **Public Questions – 5:20pm (10 minutes)**

A maximum of 15 minutes is allocated for an “open forum” of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be two minutes. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- 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. **Member Questions – 5:30pm (10 minutes)**

A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee but may not relate to applications for determination at the meeting.

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

The deadline for submitting questions is 5.00pm on the working day before the day of the meeting unless the Chair agrees that the question relates to an urgent matter, in which case the deadline is 9.30am on the day of the meeting.

A member may submit no more than two questions. At the meeting the member may ask a supplementary question arising directly from the original question or the reply. The maximum length of a supplementary question is one minute.

The response to a question or supplementary question may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- 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.

Cabinet Reports for Pre-Decision Scrutiny

8. Rural England Prosperity Fund- 5.40pm (30 minutes)

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.

Recommendation

That Overview and Scrutiny Committee scrutinise the report and make any necessary recommendation to Cabinet.

Invited

Cllr Tony Dale, Cabinet Member for Economy and Transformation;
Paul James, Economic Development Lead

9. Review of the Cotswold District Local Plan Housing Requirement- 6:10pm (30 minutes)

Purpose

That Cabinet approve the Review of the Cotswold District Local Plan 2011-2031 Housing Requirement, which finds that the minimum housing requirement of 8,400 dwellings provided by the Cotswold District Local Plan does not require updating.

Recommendation

That Overview and Scrutiny Committee scrutinise the report and make any necessary recommendation to Cabinet.

Invited

Cllr Juliet Layton, Cabinet Member for Planning and Regulatory Services;
Matthew Britton, Principal Planning Policy Officer;
James Brain, Forward Planning Manager

10. Procurement and Contract Management Strategy - Draft for Consultation- 6:40pm (30 minutes)

Purpose

To present Cabinet with an updated draft Procurement and Contract Management Strategy for comment and consideration by the Committee.

Recommendation

That Overview and Scrutiny Committee scrutinise the report and make any necessary

recommendation to Cabinet.

Invited

Cllr Mike Evely, Deputy Leader of the Council and Cabinet Member for Finance;
Ciaran Okane, Senior Procurement Business Partner

11. **Q4 Performance Report- 7:10pm (20 minutes)**

Purpose

To provide an update on progress on the Council's priorities and service performance

Recommendation

That Overview and Scrutiny Committee note the report.

Invited

Cllr Joe Harris, Leader of the Council;
Rob Weaver, Chief Executive;
Gemma Moreing, Business Information Lead

12. **Financial Performance Report 2022/23 Out-turn- 7:30pm (20minutes)**

Purpose

This report sets out the outturn position for the 2023/24 financial year.

Recommendation

That Overview and Scrutiny Committee note the report.

Invited

Cllr Mike Evely, Deputy Leader and Cabinet Member for Finance;
David Stanley, Deputy Chief Executive;
Gemma Moreing, Business Information Lead

13. **Review of Work Plan and Agenda items for September (Pages 11 -27)- 7:50pm (10 minutes)**

Purpose

To review the work plan and executive forward plan and agree agenda items for September's meeting.

Recommendation

To note the work plan and executive forward plan and agree agenda items for September's meeting.

(END)

Overview and Scrutiny Committee
13/June2023



COTSWOLD
DISTRICT COUNCIL

Minutes of a meeting of Overview and Scrutiny Committee held on Tuesday, 13 June 2023.

Councillors present:

Gina Blomefield
Roly Hughes
Michael Vann

Gary Selwyn
Angus Jenkinson
David Cunningham

Dilys Neill
Clare Turner

Officers present:

Robert Weaver, Chief Executive
David Stanley, Deputy Chief Executive and
Chief Finance Officer

Claire Locke
Phil Shaw, Business Manager - Development
Management

Observers:

Councillor

OS.251 Apologies

Apologies were received by Councillor Tony Slater

The Committee and Officers introduced themselves

OS.252 Substitute Members

Councillor David Fowles substituted for Councillor Tony Slater.

OS.253 Declarations of Interest

There were no declarations of interest from Members or Officers.

OS.254 Minutes

The Chair stated that there were a number of actions from the previous meeting which had been assigned to the Chief Executive. The Chair invited the chief Executive to provide an update on these. The Chief Executive stated that a briefing note would be circulated after the meeting.

RESOLVED: That the Minutes of the Committee meeting held on the 21st of March were approved as a true and accurate record of the meeting.

Voting Record - For 3, Against 0, Abstentions 5*, Absent 2

*Only three of the Members were eligible to vote on the minutes, due to the change in committee membership following elections.

OS.255 Chair's Announcements

As it was a new committee with several new members, the Chair made several announcements regarding the purpose of the committee, the items on the agenda and procedural matters;

- The layout of the committee differed from the layout used for full Council meetings, and explained how this related to the webcasting system.
- If members would like to speak they should indicate to the Chair or Vice Chair.
- The purpose of the committee was to scrutinise the Cabinet, and the Council as a whole.
- A training session would be held on the 20th of July at 6pm, in the Council Chamber, which would be useful to all Committee members, and those who wish to substitute.
- Members of the Committee were encouraged to read the Cabinet papers, and attend Cabinet meetings where possible.
- The Chair referred to the Development Management Improvement Plan Agenda Item 8 and whilst recognising the interest Members may have, encouraged succinctness where possible.

The Chair also discussed outside body appointments and outlined that there were three outside bodies to which a member is appointed by Council to report back to O&S. The outside bodies were;

- HOSC (Health Overview Scrutiny Committee),- Cllr Dilys Neill, Cllr Nigel Robbins (deputy)
- Crime and Disorder – Cllr Ray Brassington
- The Economic Growth Joint Committee had a vacancy, for which the chair invited a volunteer to get in touch at a later point.

The Chair thanked their predecessor, Stephen Andrews for his exemplary level of detail and expertise in the role.

OS.256 Public Questions

Stephen Andrews, as a Councillor on Kempford Parish Council asked the committee a question relating to agenda item 8 on Development Management. Cllr Andrews stated that the role of Town and Parish Councils were not mentioned within it, which contrasted with the CEO's promises to work with Town and Parish Councils on improving the experience of dealing with planning matters. Councillor Andrews asked whether the Committee would recommend that no action is taken on this plan until after the Town and Parish Forum in mid-July?

The Chair thanked Cllr Andrews for his question, and stated that they will discuss the points raised later on in the meeting.

There were no pre-submitted member questions.

Members discussed the training and questioned why it was that members were able to sit on the committee without training. It was explained by the Chair that the purpose of the training was to encourage the committee function effectively, but that unlike quasi-judicial committees such as planning, there was less of a legal impetus associated with the training.

A question was raised as to whether the Vice-Chair of the committee should be an opposition member to encourage effective scrutiny of the administration. The vice-chair clarified that the Committee was not political and therefore, they could effectively scrutinise the committee regardless of political grouping.

OS.258 **Development Management Improvement Plan**

The Cabinet Member for Planning and Regulatory Services introduced the item.

The purpose of the item was to provide an update on progress against Phases I and II of the DM Improvement Programme and make recommendations for further improvements (Phase III), following the Planning Advisory Service (PAS) report.

The Cabinet Member outlined the report, which identified the progress made in implementing the improvements to DM that have been undertaken thus far and the improvements to performance that have been secured. This included the change in the validation process, and the utilisation in extensions of time.

The Cabinet Member also stated that there would be changes with how Ward Members were consulted, in order to open an early dialogue with officers on cases of high local interest.

The Committee discussed the report, stating that they welcomed the work that had been done on the Development Management Improvement Plan, particularly in regard to the work on expediting the validation process. However it was noted that more information was needed in regard to working with Parish and Town Council Councils, and scrutinised the new engagement process with members.

The Committee made reference to a letter sent by the Secretary of State for Levelling Up, Housing and Communities dated 12th of April which addressed the Council's performance on deciding Planning Applications. The letter stated that the performance of the Council was 69.6%, which was below the Threshold of 70% and threatened special measures. The Chief Executive stated that since the receipt of this letter, a response had been submitted to the Secretary of State, who was satisfied with the actions taken by the Council to address performance. The Chief Executive also added that performance had since improved.

The Committee discussed the new process of engagement with ward members which had been mentioned in the Cabinet Member's introduction. The Committee asked for further detail on the PAS report, which referenced that consultation with members at the end of the application process added delay, and wanted to know how this functioned. The Business Manager stated that it undermined the ability of the Officer to negotiate with the applicant, and lengthened the application process. Members also raised concerns over deciding to refer an application to Committee before the Case Officer made their final assessment. It was also stated that the previous process had led members to engaging with the Case Officers early the

Overview and Scrutiny Committee

13/June2023

process. It was outlined that expressing an intention to call a report in early could feel like pressure on the officer, regardless of intention. Officers also reassured members stating that Members would know whether an application needs to be referred to Committee early in the process from community correspondence.

The Business Manager stated that the process over referrals to Planning Committee would ultimately be made by the Constitution Working Group, to make recommendations to Council. The Business Manager stated that the improvements in efficiency as detailed in the report would allow room for more engagement with Parish and Town Councils, and that ultimately the Working Group would need to decide on how to balance efficiency with good engagement.

The Committee requested that further detail on the following matters be provided, which the Business Manager and Cabinet Member addressed during the meeting;

- The Government target for Officer delegated decisions was 90%, and the Council's actual figures were between 95% and 93%. The Business Manager stated that the accurate figure would be distributed to members after the meeting, including figures on what percentage of applications went to Committee.
- Where the delays on applications were due to awaiting statutory consultees, the PAS advice was that the Case Officer delay the application only where it would make a difference to the outcome of the application due to sensitivity over the topic (eg. protected species or dangerous highway impact).

The Committee stated that some Town and Parish Councils have a longer interval between their meetings than the 21 day consultation period on applications, and in this case they could apply for an extension of time to allow them to respond. The Committee discussed that improvements to Town and Parish Council engagement were being made through other aspects of the Council's work, but that further work needed to be done on involving Town and Parish Councils early in the Planning Application process.

The 'alert' system for residents to automatically be notified on planning applications, as used at West Oxfordshire District Council was mentioned. The Business Manager stated that the possibility of doing this within the existing system was still being looked at.

The Committee noted a change in how site notices were managed, which was mentioned in the report. The change would mean that the applicant would be relied on to putting out the notification and the committee expressed that there were concerns over the reliability of this. It was addressed that this system was used at West Oxfordshire, where it was considered successful, and that the notifications are a legal requirement, for 14 days of 21 day consultation period. The Business Manager stated that planning officers would be enforcing this.. It was also stated that this could be something Town and Parishes could be asked to help with.

The Committee discussed costings within the department, and stated that there are largely four types of applications, those that are rejected, accepted, need tweaks, or massive changes, which would all have different resource intensities. Separately, the committee discussed a consultation that the Government was undertaking on ongoing funding issues for Local Planning Authorities.

Councillors David Fowles and Dilys Neill left the meeting at this point due to needing to attend Parish Council meetings.

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Members asked whether there was an error in Annex E in regard to the charges, where officer time was costed at £50, everywhere but in one instance. Members also asked how the figure of £163.50 was calculated. The Business Manager said that a full response would be circulate after the meeting, but that this was likely due to inflation.

Whilst the Committee welcomed the improvements, there were comments raised at the resourcing available to deliver against the ecology and sustainability agenda as referenced in the report.

On a separate point, it was noted that a new Assistant Director for Planning was now in post, with a permanent Development Manager to be appointed soon. A 'roles and responsibilities' document was also in train, and was going to be shared with Parish and Town Councils.

Cllr Michael Vann left the meeting at this point.

RESOLVED: The Committee NOTED the report and its recommendations.

OS.259 Update from Employment Policies Working Group

The purpose of the item was to receive a verbal update on the work of the Employment Policies Task and Finish group.

The Chair of the Task and Finish Group provided the update.

The purpose of the working group was to review employment policies and recommend any changes to Full Council. The original date for reporting back to Council was shifted from the original March deadline to broaden the scope to all employment policies.

The Task and Finish Group Chair explained that the policies had been completed and an external HR consultant had reviewed the work. Once feedback from the consultant was been incorporated, the retained Council Officers and Publica and Ubico management teams would review the policies, and finally they will be taken to Trade Unions. The work was scheduled to be complete in October due to Trade Union delays.

RESOLVED: The Committee NOTED the update.

OS.260 Review of Work plan proposed by 2022/23 Committee

The Assistant Director for Properties and Regeneration, as the lead Assistant Director for the Overview and Scrutiny Committee, introduced the work, and provided background on what had been achieved to date.

The Assistant Director explained that the previous committee had carried out a review of the plan and provided topic recommendations.

It was stated that several items on the work plan were regular update items, such as Crime and Disorder and the Publica Business plan items, but that the Committee also had the ability to include Cabinet items for pre-decision Scrutiny. The Committee were reminded that the work plan was a complete plan, and any additional items would require some existing items to be removed.

The Committee were invited to also agree the subsequent agendas for the July and September meetings.

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Although the Committee welcomed the work plan and stated that there were no gaps on it, members requested that an update on Processes and Council Governance be included. The Chief Executive stated that the purpose of the Committee was to focus on scrutinising and adding value, but that this could be dealt with in a future members briefing, carried out by the Assistant Director.

The Chair encouraged members to read the Rural England Prosperity Fund item once the Cabinet agenda for the following month would be published.

RESOLVED: To note the work plan and the Agenda items for July and September's meetings.

OS.261 **Cabinet Forward Plan**

The committee noted the Forward plan.

The Meeting commenced at 5.00 pm and closed at 7.24 pm

Chair

(END)



COTSWOLD
DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN

Overview and Scrutiny Committee

The Council currently operates the Strong Leader and Cabinet form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Cabinet decisions and any other matters relevant to the district and its people, making recommendations to the Council, Cabinet or any other Committee or Sub-Committee of the Council. Scrutiny has an important role in holding the Cabinet to account and in contributing to policy development. The Council has agreed an Executive Scrutiny Protocol to guide how Cabinet and the Overview and Scrutiny Committee will interact with each other.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Cabinet reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically commissioned by the Overview and Scrutiny Committee.

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?

Call in

The Overview and Scrutiny Committee will consider any “call-in” of a decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a different decision). It may recommend that the Cabinet, a Portfolio Holder or the Council should reconsider the decision. (It should be noted that Cabinet does not have to change its decision following the recommendation of the Overview and Scrutiny Committee).

Item	Key Decision (Yes / No)	Open or exempt?	Cabinet Member	Lead Officer
11 July 2023				
A review of the Cotswold District Local Plan housing requirement	No	Open	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Forward Planning Manager, Principal Planning Policy Officer
Procurement and Contract Management Strategy - Draft for Consultation	Yes	Open	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	Senior Procurement Business Partner
Q4 Performance Report	No	Open	Leader of the Council - Cllr Joe Harris	Business Information Lead
Rural England Prosperity Fund	Yes	Open	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Economic Development Lead
26 September 2023				
Q1 Financial Performance Report	No	Open	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	Deputy Chief Executive Officer
Q1 Performance Report	No	Open	Leader of the Council - Cllr Joe Harris	Business Information Lead
Crime and Disorder	No	Open	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Community Wellbeing Manager

Item	Key Decision (Yes / No)	Open or exempt?	Cabinet Member	Lead Officer
Car Parking	No	Open		Shared Parking Manager, Mandy Fathers
Update on the Work of the Performance Task and Finish Working Group	No	Open		Business Manager - Resources, Data and Growth
31 October 2023				
Review of Leisure and Cultural Services provision	No	Open	Cabinet Member for Health, Leisure and Culture - Cllr Paul Hodgkinson	Business Manager - Contracts
7 November 2023				
Local Plan partial review and Neighbourhood Planning update	No	Open	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Forward Planning Manager
Q2 Financial Performance Report	No	Open	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Deputy Chief Executive Officer
Q2 Performance Report	No	Open	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Business Information Lead
30 January 2024				
2024/25 Revenue Budget,	Yes	Open	Deputy Leader - Cabinet Member	Deputy Chief Executive Officer

Item	Key Decision (Yes / No)	Open or exempt?	Cabinet Member	Lead Officer
Capital Programme and Medium-Term Financial Strategy Report			for Finance - Cllr Mike Evey	
27 February 2024				
Climate and Ecological Emergency	No	Open	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Head of Climate Action
River Quality/Sewage to be scoped	No	Open	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Business Manager - Development & Sustainability
Q3 Financial Performance Report 2024	No	Open	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Deputy Chief Executive Officer
Q3 Performance Report 2024	No	Open	Leader of the Council - Cllr Joe Harris	Business Information Lead
2 April 2024				
Housing	No	Open	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Business Manager - Housing

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Item	Key Decision (Yes / No)	Open or exempt?	Cabinet Member	Lead Officer
Publica Business Plans	No	Open	Leader of the Council - Cllr Joe Harris	Managing Director

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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**

30th May 2023

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

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 Telephone: 01285 623000 Website: www.cotswold.gov.uk

Telephone: 01285 623000

Fax: 01285 623907

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, Council communications, Democratic services, Housing and homelessness, Clean and green campaign and street cleaning, Town and parish council liaison
Mike Evely (Deputy Leader)	Finance	Financial strategy and management, Property and assets, Waste and recycling, Revenues and benefits, Grants, Public toilets, UBICO
Mike McKeown	Climate Change and Sustainability	Climate and biodiversity emergency response, Community energy, Sustainable transport, Retrofit, Council sustainability
Tony Dale	Economy and Council Transformation	Business transformation, Local Enterprise Partnership and county-wide partnerships, Economic development, Car parking operations and strategy, Tourism and visitor information centres, Chamber of Commerce liaison, Customer experience and channel shift
Pauliet Layton	Planning and Regulatory Services	Development management, Forward planning and the local plan, Heritage and design management, Environmental and regulatory services, Cotswold Water Park
Paul Hodgkinson	Health, Leisure and Culture	Public health, Mental health, Leisure centres, Museums, Culture , Young people
Lisa Spivey	Communities and Public Safety	Improving social mobility and social isolation, Flooding and sewage, Safeguarding, Domestic abuse, Police liaison and crime, Refugees, Crowdfund Cotswold, Member Development
Claire Bloomer	Cost of Living and Inclusion	Cost of living support, Liaison with 3 rd sector, Diversity and inclusion, Supporting women and minorities

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
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19 June 2023 Cabinet

Business Rates Discretionary Relief (exceeding £10,000)	No	Open	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers		
Business Rates Discretionary Relief Reconsideration	No	Open	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers		
<p>19 Jun 21</p> <p>Write off in excess of £5,000</p> <p>To seek approval for writing off business rates debts in excess of £5,000</p>	No	Open	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers		
Procurement and Contract Management Strategy - Draft for Consultation	Yes	Open	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Phil Martin		
Development Management	No	Open	Cabinet	19 Jun 2023	Cabinet Member for	Jon Dearing		

Improvement Programme					Development Management and Licensing - Cllr Juliet Layton			
Hybrid Mail contract award Approval to award a new contract for the external print and posting services	Yes	Open	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Mandy Fathers		
Rural England Prosperity Fund P809122	Yes	Open	Cabinet	19 Jun 2023	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Paul James		
Green Economic Growth Strategy Six Monthly Update	No	Open	Cabinet	19 Jun 2023	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Paul James		
Electric Vehicle	Yes	Part exempt	Cabinet	19 Jun 2023	Deputy Leader	Claire Locke		

Charging Point update report					- Cabinet Member for Finance - Cllr Mike Evey			
Commercial Solar Photovoltaic Installations on Council Assets	Yes	Part exempt Commercially sensitive information from bidders for the contract	Cabinet Council	19 Jun 2023 5 Jul 2023	Leader of the Council - Cllr Joe Harris	Chris Crookall-Fallon		
Write off in excess of £5,000 To seek approval to write off council tax debts in excess of £5,000	No	Fully exempt	Cabinet	19 Jun 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers		
17 July 2023 - Cabinet								
2023/24 Revenue and Capital Financial Performance Report - High Risk budgets	No	Open	Cabinet	17 Jul 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Caleb Harris		
Q4 Performance Report	No	Open	Cabinet	17 Jul 2023	Leader of the Council - Cllr	Mary-Ann Forrest		

					Joe Harris			
Outturn Progress Report	Yes		Cabinet	17 Jul 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	Deputy Chief Executive (Chief Finance Officer)		
Asset Management Plan	No	Open	Cabinet	17 Jul 2023	Cabinet Member for Corporate Services - Cllr Lisa Spivey	David Stanley		
Procurement of Community Alarm Digital Hardware To provide Cabinet information about digital switch over of community alarm equipment for Cotswold residents (Cotswold Careline).	No	Open	Cabinet	17 Jul 2023	Cabinet Member for Health and Wellbeing	Paula Massey		
Outcome of review of grant funding & service level agreements for existing grant maintained Visitor	No	Open	Cabinet	17 Jul 2023	Cabinet Member for Economy and Council Transformatio	Sally Graff		

<p>Information Centres</p> <p>To set out the conclusion of the review in the context of detailing the outcome and conclusion of monitoring of wider business engagement, connecting business with Cotswolds Tourism and content provision by the visitor information centres at Bourton on the Water, Chipping Campden, Stow on the Wold and Tetbury.</p> <p>To consider the future funding priorities, role and function of the district council in supporting the visitor information centres across the district and which ones are best placed to help support the Council's tourism priorities as well as the work of the wider Cotswolds Plus Local Visitor Economy</p>					<p>n - Cllr Tony Dale</p>			
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Partnership (LVEP) & Cotswolds Tourism. Consider the impact of the change in funding provision								
4 September 2023 - Cabinet								
Q1 Financial Performance Report	No	Open	Cabinet	4 Sep 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	David Stanley		
Q1 Performance Report	No	Open	Cabinet	4 Sep 2023	Leader of the Council - Cllr Joe Harris	Mary-Ann Forrest		
4 December 2023 - Cabinet								
Q2 Financial Performance Report	No	Open	Cabinet	4 Dec 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	David Stanley		

Q2 Performance Report	No	Open	Cabinet	4 Dec 2023	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Mary-Ann Forrest		
Key decisions delegated to officers								

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