



**COTSWOLD**  
DISTRICT COUNCIL

Monday, 18 September 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, 26 September 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**
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 (Pages 5 - 12)**  
To approve the minutes of the meeting held on 11 July 2023.
5. **Chair's Announcements**
6. **Public Questions**  
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**  
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.

8. **Channel Choice and Telephone Access (Pages 13 - 18)**

Purpose

The purpose of this report, in light of a continuous decline in demand, is to propose to Cabinet to reduce telephone access hours to the public.

Recommendations

That Overview and Scrutiny Committee scrutinise the report and make any recommendations to Cabinet on 2 October 2023.

Invited

Councillor Tony Dale, Cabinet Member for Economy and Council Transformation;  
Jon Dearing, Assistant Director for Residents Services

9. **Establishment of a Public Conveniences Review Group (Pages 19 - 22)**

Purpose

To consider the establishment of a Public Conveniences Review Group.

Recommendation

That the Overview and Scrutiny and Committee agree:

- 1) To establishment of a Public Conveniences Review Group;
- 2) Agree the terms of reference;
- 3) Note that political groups have been asked to nominate Members to serve on this review group, and that the names of the nominees will be reported to the Committee once known.

10. **HR Policies and Health and Safety Policies Refresh (Pages 23 - 172)**

Purpose

For the Overview and Scrutiny Committee to note the decision taken by Cabinet in relation to the HR Policies and Health and Safety Policies Refresh.

Recommendation

That the Overview and Scrutiny Committee;

- 1) Note the decision taken on 12 September 2023.

Invited

Councillor Joe Harris, Leader of the Council;  
Rob Weaver, Chief Executive;  
Zoe Campbell, Assistant Director for Organisational Effectiveness

11. **QI Performance Report (Pages 173 - 250)**

Purpose

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

Recommendation

That the Overview and Scrutiny Committee note and scrutinise the report.

Invited

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

12. **Q1 Financial Performance Report (Pages 251 - 302)**

Purpose

This report sets out the latest budget monitoring position for the 2023/24 financial year.

Recommendations

That the Overview and Scrutiny Committee note and scrutinise the report

Invited

Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance;  
David Stanley, Deputy Chief Executive and Section 151 Officer;  
Michelle Burge, Chief Accountant

13. **Update on the Work of the Performance Task and Finish Working Group**

Purpose

To receive a verbal update on the Performance Task and Finish Working Group.

(END)