



COTSWOLD
DISTRICT COUNCIL

Friday, 22 September 2023

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CABINET

A meeting of the Cabinet will be held at Council Chamber - Trinity Road on **Monday, 2 October 2023 at 6.00 pm.**

Rob Weaver
Chief Executive

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

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 5 - 12)**

To approve the minutes of the previous meeting.

4. **Leader'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 Leader 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 Leader or a Cabinet Member 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 Leader 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. Channel Choice and Telephone Access (Pages 13 - 20)

Purpose

The purpose of this report, in light of a continuous decline in demand, is to propose reduced telephone access hours to the public. This will allow focus to shift to digital channels, where demand is increasing and make the Council more efficient.

Recommendations

That Cabinet resolves to:

- 1) Agree the reduced telephone access hours, on a trial basis, with effect from Monday 16th October 2023 for a period of six months, and
- 2) Receive a further report, detailing the findings and recommendations from the trial, to a Cabinet meeting early in May 2024.

8. Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members

At the time of publication, no decisions have been taken by the Leader of the Council and/or individual Cabinet Members since the last meeting.

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

(END)