

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Monday, 25 March 2024

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CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 4 April 2024 at 6.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Cabinet

(Councillors Joe Harris, Mike Every, 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**
To receive any apologies for absence. The quorum for Cabinet is 3 members.
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 - 16)**
To approve the minutes of the previous meeting on 7 March 2024.
4. **Leader's Announcements**
To receive any announcements from the Leader.
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. Issues Arising from Overview and Scrutiny and/or Audit and Governance

To receive any recommendations from the Overview and Scrutiny Committee or to consider any matters raised by the Audit and Governance Committee.

8. Discretionary Rate Relief in excess of £10,000 (Pages 17 - 20)

Purpose

To consider four new applications for discretionary rate relief for the 2023/2024 Business Rates liability in respect of Freedom Leisure, two of which are in excess of £10,000.

Recommendations

That Cabinet resolves to:

- 1. Approve the Discretionary Rate Relief applications in respect of Bourton on the Water Leisure Centre and Cotswold Swimming Pool, Leisure Centre, Corinium Museum and The Resource Store;
- 2. Approve the automatic administration of Discretionary Rate Relief on an annual basis in line with the Leisure Contract;
- 3. Delegate authority to the Assistant Director for Resident Services to administer the annual Discretionary Rate Relief awards.

9. Fixed Penalty Notice Policy (Pages 21 - 40)

Purpose

To consider a new policy for the administration of Fixed Penalty Notices.

Recommendations

That Cabinet resolves to:

- 1. Approve the Fixed Penalty Notice Policy

10. Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 41 - 42)

To note the decisions taken by the Leader and/or Individual Cabinet Members.

11. 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 2 and 3 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.

12. **Write off in excess of £5,000 (Pages 43 - 48)**

Purpose

To seek approval for the writing off of council tax debt in excess of £5,000.

Recommendations

That Cabinet resolves to:

- I. Approve the write off of £9,447.95 as detailed within the report

13. **Exempt Annex for Agenda Item 9 (Pages 49 - 50)**

To consider the exempt annex for Agenda Item 9 in private session (if required).

(END)

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COTSWOLD
DISTRICT COUNCIL

Minutes of a meeting of Cabinet held on Thursday, 7 March 2024

Councillors present:

Mike Evemy - Deputy Leader
Claire Bloomer

Tony Dale
Juliet Layton

Mike McKeown

Officers present:

Robert Weaver, Chief Executive
David Stanley, Deputy Chief Executive and
Chief Finance Officer
Angela Claridge, Director of Governance and
Development (Monitoring Officer)
Frank Wilson, Interim Managing Director
(Publica)
Andrew Brown, Democratic Services Business
Manager

Caleb Harris, Senior Democratic Services
Officer
Mandy Fathers, Business Manager for
Environmental, Welfare and Revenue Service
Susan McPherson, Senior Officer - ERS
Kira Thompson, Election and Democratic
Services Support Assistant

241 Apologies

Apologies were received from Councillors Joe Harris, Lisa Spivey and Paul Hodgkinson.

In the absence of the Leader, the Deputy Leader and Cabinet Member for Finance, Councillor Evemy assumed the Chair for the meeting.

242 Declarations of Interest

There were no declarations of interest from Members present.

A number of officers present employed by the Publica Group had a discloseable pecuniary interest and would leave the room before the start of Agenda Item 9: Publica Review Report.

243 Minutes

The minutes of the meeting on 1 February 2024 were considered as presented in the document pack.

The recommendation was proposed by Councillor Evemy and seconded by Councillor Bloomer.

RESOLVED that the minutes of the meeting of the Cabinet held on 1 February be approved as a correct record.

Voting Record

3 For, 0 Against, 2 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer		Mike McKeown	Joe Harris
Juliet Layton		Tony Dale	Lisa Spivey
Mike Every			Paul Hodgkinson

244 Chair's Announcements

There were no announcements from the Chair.

245 Public Questions

There were no public questions.

246 Member Questions

There were no Member questions.

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

The purpose of this item was for Cabinet to receive recommendations from the Overview and Scrutiny Committee or to consider any matters raised by the Audit and Governance Committee.

Cabinet considered the recommendations from the Overview and Scrutiny Committee and the proposed Cabinet responses tabled as part of the supplement published.

Councillor Every proposed and Councillor Bloomer seconded the Cabinet's response to the Overview and Scrutiny Committee recommendations.

RESOLVED: That Cabinet AGREED to the response tabled.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

248 Lechlade Air Quality Management Area Revocation

The purpose of the report was to consider the approval for the revocation of the Lechlade Air Quality Management Area (AQMA).

Councillor Layton as Cabinet Member for Planning and Regulatory Services introduced this report and made the following points:

- It was identified in April 2014 in Thames Street in Lechlade that vehicle congestion had caused a very high reading of nitrogen oxide due to the traffic light sequencing and the surrounding buildings. This led to a AQMA being established by the Council.
- There had been changes made to the traffic lights in the area and this had led to a significant reduction in the levels of nitrogen oxide as outlined on Figure 2 within the report.
- The Department for Environment and Rural Affairs (DEFRA) recommend that once three consecutive years of readings below the national objective have been achieved, the AQMA should be revoked.

RESOLVED: That Cabinet:

- I. APPROVED the revocation of the Lechlade AQMA

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

249 Council Tax Reduction for Care Leavers

The purpose of the report was to consider recommending to Full Council proposals to extend the age up to which Care Leavers could receive a reduction in Council Tax from 21 years to 25 years.

Councillor Every as Deputy Leader and Cabinet Member for Finance introduced the report and made the following points:

- The current scheme meant that those leaving local authority care were automatically exempted up to the age of 21.
- The new scheme across Gloucestershire would mean that those solely liable for Council Tax would see 100% reduction and 50% reduction for those jointly liable.
- The recommendations would support some of the most vulnerable people in society who need to be supported to avoid circumstances such as homelessness which was common.

- It was noted that whilst there were only two care leavers within the Cotswold District as highlighted at paragraph 5.3 in the report, the principle of providing this support was important to approve.

Cabinet asked about the application process for those who need to obtain the exemption. The Business Manager confirmed that individuals from within Gloucestershire would not need to apply as the information is held by the County Council.

The Chair asked about those arriving from outside the area. The Business Manager noted that the County Council and the District Council would provide appropriate communications to ensure that individuals in these circumstances not known to the County Council already knew about the scheme.

Councillor Every proposed the recommendations and Councillor Bloomer seconded.

That Cabinet AGREED to recommend to Full Council to:

1. Approve to extend the age that a care leaver can receive a reduction in their council tax from 21 years to 25 years;
2. Approve to include those care leavers from outside of Gloucestershire County within the offer;
3. Approve the amended Eligibility Criteria as set out in Annex A.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

250 Council Tax Premium - Second Homes And Long-Term Empty Properties

The purpose of the report was to consider the proposals to introduce a Council Tax Premium on second homes and apply a premium to long term empty properties after one year.

Councillor Every as Deputy Leader and Cabinet Member for Finance introduced the report and made the following points:

- The UK Government had passed the Levelling Up and Regeneration Act 2023 which provided provisions to local authorities regarding premiums for empty properties for 1 year and second homes within the District.
- 1 April 2025 would be the start date for Second Homes premium as 12 months' notice is required as opposed to 1 April 2024 for the Empty Homes Premium proposal.
- There were 1500 second homes within the District which would be charged a 100% Council Tax Charge except for those classed as Holiday Lets which were subject to Business Rates and met the relevant criteria.

- Subject to the guidance, the proposal for Cabinet was to not include purpose-built holiday homes such as those within the Cotswold Waterpark as these properties did not detract from housing supply within the District.
- The issue of second homes within the towns and villages had an impact on community life and services within the area.
- The additional Council Tax revenue subject to the exemptions being made would support affordable housing provision.
- The Leader and the Chief Executive would be asked to discuss with the other major preceptors how this additional income could provide benefits within the District.

Cabinet commented on the impact on the economy and communities that second home ownership could have (other than purpose-built holiday lets).

Cabinet asked about the purpose-built second home figure outlined and if this was a reflection of the figure. The Deputy Leader noted that around 365 homes within the 1500 figure were classed as purpose built second homes. The Deputy Chief Executive noted that the numbers provided were those within the Council Tax system but there were others that were classed under the Business Rates system. It was highlighted that there would be further work done to ensure the data was accurate before the charges came into effect.

Councillor Every proposed the recommendations and Councillor Layton seconded.

That Cabinet AGREED to recommend to Full Council to:

1. Agree from 01 April 2024 to levy the maximum level of premium for Empty Homes as set out in the Levelling Up and Regeneration Act 2023:
 - i) Premium of 100% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) after 1 year up to 5 years of becoming empty;
 - ii) Premium of 200% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) between 5 years and 10 years;
 - iii) Premium of 300% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) for 10 years or more.
2. Agree in principle from 01 April 2025 to the implementation of a premium (Second Homes Premium) of 100% for dwellings that are no one's sole or main residence and which are substantially furnished subject to the conditions at paragraph 3.7
3. Agree to issue the mandatory notice of 12 months to all owners of second homes that a premium will commence from 1 April 2025; and,
4. Note that where premiums are to be applied, the Council is mindful of the current consultation by government which recommends exceptions in certain circumstances outlined within this report. Subject to the outcome of that consultation, a further report may be presented to Cabinet and Council prior to the implementation of the Council's policy on premiums taking into account statute, the Council's requirements and any guidance given by the Secretary of State.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris

Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

251 Business Rates Relief: 2024/2025. Retail, Hospitality And Leisure Scheme

The purpose of the report was to consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2023

Councillor Every as the Deputy Leader and Cabinet Member for Finance introduced the report and made the following points:

- The Autumn Statement 2023 continued to offer relief of 75% or up to a cap of £110,000 for businesses from 1 April 2024.
- The funding for the scheme would come directly from the UK Government to local authorities.
- There would be no application requirement for businesses as officers would apply the criteria in Annex A.

Councillor Dale spoke as the seconder on the proposal and noted the material benefit to hospitality businesses when trade was lower after the Christmas period.

Councillor Every proposed the recommendations and Councillor Dale seconded.

RESOLVED: That Cabinet

1. APPROVED the Retail, Hospitality and Leisure scheme as set out in Annex A for 2024/2025;
2. DELEGATED AUTHORITY to the Assistant Director for Resident Services the award of such reliefs.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

252 Pay Policy Statement 2024/25

The purpose of the report was to consider the Council's Pay Policy Statement for 2024/25.

Councillor Every as Deputy Leader and Cabinet Member for Finance presented the report on behalf of the Leader, Councillor Joe Harris, and made the following points:

- The report was previously presented as an annex to the Budget Report at Full Council but it was felt that it was more transparent for it to be a standalone item for Cabinet and Council.

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- Some of the positions such as the statutory officers were mentioned in the report and the Deputy Leader was conscious that they were present in the room for this item.
- The publication requirements for pay and benefits were noted within the report.
- The pay differential looked at the highest paid officer and the median paid officer which was noted as being a ratio of 2.91.
- The Pay Policy Statement accounted for the Publica transition being finalised and may need to be revised to reflect any changes to the senior management structure.

Councillor Every proposed the recommendations and Councillor Dale seconded.

RESOLVED: That Cabinet AGREED to recommend to Council to:

1. Approve the Pay Policy Statement for 2024/25.
2. Agree that the Pay Policy Statement 2024/25 will be updated and republished to reflect any changes to the senior management structure at that point.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

253 Gloucestershire City Regions Board

The purpose of the report was to consider the emerging form and function of the Gloucestershire City Region Board, the nature of its authority, terms of reference, membership, and joint scrutiny arrangements. It was also to enable the Council to play an active part in the formalisation of a new Gloucestershire Region Board to support the development of a vision for the future growth and economic success of the whole of the Gloucestershire economic area.

Councillor Dale as Cabinet Member for Economy and Council Transformation introduced the report and made the following points:

- The proposal was designed to support economic growth within Gloucestershire and to enable further participation by the Council in decisions taken across the region.
- The City Region Board would replace many of the separate boards in existence through a new Inter-Authority Agreement but would be based on '1 representative 1 vote' from the existing Gloucestershire Economic Growth Joint Committee.
- The agreement would be subject to the agreement of the other Councils.

Cabinet asked if there would be any cost saving from the proposal. Councillor Dale noted that Gloucestershire County Council would have fewer meetings to administer but the focus would be on the clarity of approach to supporting economic growth.

Councillor Dale proposed the recommendations and Councillor Bloomer seconded.

RESOLVED: That Cabinet:

1. AGREED to the establishment of the Gloucestershire City Region Board (GCRB);
2. DELEGATED AUTHORITY to the Chief Executive, in consultation with the Cabinet Member for Economy and Council Transformation, to finalise and complete the Inter-Authority Agreement (including the Constitution) and other key documentation and to take all necessary steps to create the GCRB, including finalising the terms of reference for the GCRB;
3. AGREED that the above recommendations will not be effective until all Gloucestershire Councils pass equivalent resolutions;
4. AGREED upon the establishment of the GCRB to;
 - 4.1 Delegate this Council's functions as are necessary for the delivery of the functions identified in the Terms of Reference at Annexe A to this report to the GCRB;
 - 4.2 Confirm the appointment of Gloucestershire County Council as the Administering Authority;
 - 4.3 Appoint the Cabinet member for Economy and Council Transformation of Cotswold District Council to the GCRB as the nominated member of the Board and to nominate a deputy to be agreed.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

254 Council Priority and Service Performance Report - 2023-24 Quarter Three

The purpose of the report was to provide an update on progress on the Council's priorities and service performance.

The Chief Executive was invited by the Deputy Leader to introduce the report and outlined its contents in respect of service performance and actions to date.

The Chief Executive made the following points:

- Sustainable transport strategy, planning enforcement digitalisation, and Crowdfund Cotswold were noted as being on target and the benefits provided to residents (page 95).
- The Asset Management Strategy was currently off target with setbacks from consultants involved but the work was continuing to formalise the data (page 96).
- The roll-out of Electric Vehicle Charging Points (EVCPs) was an area officers were working on with Distribution Network Operators to get chargers installed as soon as practicable.
- Above target areas such as customer satisfaction and planning application processing were above target.

The implementation of the final changing places toilets and the channel choice trial were welcomed as important achievements within the report.

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Cabinet made various comments regarding Distribution Network Operators delaying the installation of EVCPs, which was disappointing.

Cabinet asked about the processing time for Council Benefit Change of Circumstances and how this was off target. The Deputy Leader noted on page 98 that the year-to-date figure was 8 days but the quarterly figure was 5 which showed a trend in the right direction.

It was noted by the Chair that the missed bin figure of 47 against a target of 80 out of 100,000 showed the strong work within Ubico and that the Council Tax collection performance was coming back towards pre-pandemic target of 99%.

RESOLVED: That Cabinet NOTED overall progress on the Council priorities and service performance for 2023-24 Q3.

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

255 Financial Performance Report Q3 2023/24

The purpose of the report was to set out the latest budget monitoring position for the 2023/24 financial year.

The Deputy Leader and Cabinet Member for Finance invited the Deputy Chief Executive Officer to introduce the report and its contents.

The Deputy Chief Executive Officer made the following points:

- This was the third quarterly monitoring report but followed on from the Budget and Medium Term Financial Strategy (MTFS) approved by Full Council in February 2024.
- The Q3 position was an improved position with a movement in the variation of £318,000 deriving from investment income gains and interest gains from cash balances.
- The Publica vacancy management of £275,000 against the contract sum was also part of this movement.
- The ongoing cost of temporary scaffolding for the Old Station, Cirencester totalled £48,000 which highlighted the importance of carrying out the repairs as soon as possible.
- There was also a loss on the rental income from the investment property of the former Wilko site of £74,000 accounted for in the MTFS.
- It was also noted that there had been a slippage in the capital programme due to delays with the roof repairs for the Council Offices.

Cabinet asked about the investment property and what marketing was being done to secure a tenant. The Deputy Chief Executive Officer noted that active marketing was in place to secure a tenant but this building would be examined as part of the Asset Management Strategy.

Cabinet thanked officers of the Council and the Publica Finance Team for their work to bring in the savings the Council required in order to reduce the use of reserves.

RESOLVED: That Cabinet NOTED the Q3 financial position set out in this report.

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Every			Paul Hodgkinson
Mike McKeown			
Tony Dale			

256 Publica Review - Local Partnerships Transition Plan

The purpose of the report was to consider the Local Partnerships report and to approve the recommendations therein.

The Deputy Leader and Cabinet Member for Finance then notified Cabinet that there were officers in the room employed by the Publica Group who were directly affected by the item and would be leaving the room.

Once the officers had left the room, Councillor Dale was then invited to introduce the item on behalf of the Leader of the Council:

- Following the report by Human Engine presented to Council on 22 November 2023, the Council secured Local Partnerships consultancy support to provide further clarity on the next steps for the Council.
- The report was set out as a bridging document to look at the future possibilities for the Council.
- The report at section 2 set design guidelines to ensure that the Council structure was modern and commercially minded where appropriate.
- Section 2.2 of the Local Partnership report set out the future delivery models between those services within Publica, 'sovereign' within the Councils and opportunities to share services between the Councils outside of Publica.
- The Local Partnership phases for change set out a timeline of 6 months from April to October for 'sovereign' services to return to Councils which was noted as an ambitious timeline and that there were opportunities for the proposed structure to change.

It was noted that climate change officers were not part of the structure column. The Chief Executive Officer noted within the cover report presented that not all services were included in the Local Partnerships report and the report was focussed on the key areas.

It was noted that some of the services in opportunities to share would still need to be finalised as part of the final transition plan to deliver the best services for residents.

It was noted that the Overview and Scrutiny Committee had also had the opportunity to ask questions of the Interim Programme Director.

Councillor Dale proposed the recommendations and Councillor Every seconded.

That Cabinet AGREED to recommend to Full Council to:

1. Approve the recommendations set out in the Local Partnerships report;
2. Instruct the Interim Programme Director to prepare a detailed transition plan, building on the recommendations set out in the Local Partnerships report, for subsequent agreement by Cabinet and Council.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote*

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Evemy			Paul Hodgkinson
Mike McKeown			
Tony Dale			

*As Democratic Services Officers had left the room as required for this item, the vote was taken by a show of hands

257 Decision Taken Under Urgency Powers

The purpose of the report was to report to Cabinet and Council on a decision taken by the Chief Executive Officer under urgency powers.

The Deputy Leader introduced this item on behalf of the Leader and made the following points:

- The decision was taken at January's Cabinet meeting not to discuss the Corporate Plan in the presented format.
- The Corporate Plan as part of the Council's Budget and Policy Framework needed to be recommended to Full Council by Cabinet.
- In light of this, the Chief Executive Officer had taken an urgent decision in consultation with the Leader and Deputy Leader and the Chair of the Overview and Scrutiny Committee to approve to recommend the Corporate Plan to Full Council using the Urgency Powers within the Constitution.

The recommendations were proposed by Councillor Evemy and Councillor McKeown seconded.

RESOLVED: That Cabinet:

1. NOTED the decision taken as set out in Annex A.
2. AGREED recommend to Council to note the decision taken as set out in Annex A.

Voting Record

5 For, 0 Against, 0 Abstention, 3 Absent/Did not vote

For	Against	Abstention	Absent/Did not vote
Claire Bloomer			Joe Harris
Juliet Layton			Lisa Spivey
Mike Evemy			Paul Hodgkinson
Mike McKeown			
Tony Dale			

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

The purpose of the report was to note the decisions taken by the Leader of the Council and/or individual Cabinet Members.

The Deputy Leader introduced the decisions and asked for any comments on each one.

The Deputy Leader highlighted the importance of these meetings being webcast to ensure open decision-making within the Council.

RESOLVED: That Cabinet NOTED the decisions taken within the agenda supplement provided.

The Meeting commenced at 6.03 pm and closed at 7.39 pm

Chair

(END)

Agenda Item 8



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 4 APRIL 2024
Subject	DISCRETIONARY RATE RELIEF IN EXCESS OF £10,000
Wards affected	Four Acres, Bourton Village, Abbey and Northleach
Accountable member	Cllr Mike Every. Deputy Leader and Cabinet Member for Finance Email: mike.every@cotswold.gov.uk
Accountable officer	Jon Dearing - Assistant Director for Resident Services Email: Democratic@Cotswold.gov.uk
Report author	Mandy Fathers – Business Manager for Environmental, Welfare and Revenues Email: Democratic@Cotswold.gov.uk
Summary/Purpose	To consider four new applications for discretionary rate relief for the 2023/2024 Business Rates liability in respect of Freedom Leisure, two of which are in excess of £10,000.
Annexes	Annex A – Details of Discretionary Rate Relief applications (Exempt)
Recommendation(s)	That Cabinet resolves to: <ol style="list-style-type: none"> 1. Approve the Discretionary Rate Relief applications in respect of Bourton on the Water Leisure Centre and Cotswold Swimming Pool, Leisure Centre, Corinium Museum and The Resource Store; 2. Approve the automatic administration of Discretionary Rate Relief on an annual basis in line with the Leisure Contract; 3. Delegate authority to the Assistant Director for Resident Services to administer the annual Discretionary Rate Relief awards.
Corporate priorities	<ul style="list-style-type: none"> • Supporting Communities
Key Decision	NO
Exempt	YES (Annex A)
Consultees/ Consultation	Chief Executive, Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Assistant Director, Director of Finance (Publica)



1. EXECUTIVE SUMMARY

- 1.1** This report sets out proposals for members to consider four new applications for discretionary rate relief in respect of Freedom Leisure, two of which are in excess of £10,000.

2. BACKGROUND

- 2.1** Cotswold District Council has the power to consider granting on an individual basis, Discretionary Rate Relief (DRR) to non-profit making organisations and organisations experiencing financial hardship.
- 2.2** Such decisions have historically been considered through the powers delegated to the Deputy Leader and Cabinet Member responsible for Finance. However, in May 2022 it was agreed that any request for such reliefs in excess of £10,000 should be considered by Cabinet.

3. MAIN POINTS

- 3.1** The Council has received four new applications from its leisure operator, Freedom Leisure.
- 3.2** The applications are in respect of Bourton on the Water Leisure Centre, Cotswold Swimming Pool and Leisure Centre, Cirencester, the Corinium Museum, Cirencester and the Resource Centre Store, Northleach, which is used to store collections of artefacts not currently on display at the Corinium Museum.
- 3.3** Freedom Leisure is a not-for-profit charitable leisure and cultural trust who provides the districts local communities with accessible quality health and wellbeing services; with programmes designed to support healthy lifestyles, rehabilitation, active aging and the prevention of physical, mental and social ill health as well as education and cultural services.
- 3.4** Two of the applications are in excess of £10,000, and two are below £2,000. As the applications are in respect of the council's main leisure contractor, and full rate relief formed part of the tender specification, proposals are being made for the Council to consider the applications as a whole, and for a 20% discretionary rate relief top-up to be automatically applied on an annual basis for the length of the contract. This will avoid the need for Freedom Leisure to apply for the relief on an annual basis, and for reports drafted for Cabinet consideration.
- 3.5** The contract term is 10 years for the period 1 August 2023 to 31 July 2033.



4. ALTERNATIVE OPTIONS

- 4.1** The Council could decide to approve the discretionary rate relief for a shorter period, meaning Freedom Leisure would be expected to complete further applications once any approved award period had expired.

5. FINANCIAL IMPLICATIONS

- 5.1** The Council is part of the Gloucestershire 50% Business Rates pool and the costs of awarding discretionary rate relief is shared as follows:

- Central Government 50%
- County Council 10%
- District Council 40%

- 5.2** In monetary terms for each application, if approved is as follows:

Applicant	Net Liability (after 80% mandatory applied)	Central Government	County Council	District Council
Freedom Leisure	£1,887.89	£943.94	£188.79	£755.16
Freedom Leisure	£1,450.67	£725.33	£145.07	£580.27
Freedom Leisure	£22,528	£11,264	£2,252.80	£9,011.20
Freedom Leisure	£10,103.47	£5,051.73	£1,010.35	£4,041.39
Total	£35,970.03	£17,985.00	£3,597.01	£14,388.02

6. LEGAL IMPLICATIONS

- 6.1** Section 47 of the Local Government Finance Act 1988 as amended, permits the billing authority to grant discretionary rate relief to charities and other organisations of prescribed types.

7. RISK ASSESSMENT

- 8.** The approval, or otherwise, of the individual applications does not set a precedent or carry any significant risk to the Council or its residents, as each application is considered on an individual basis.

9. EQUALITIES IMPACT

- 9.1** None.

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 10.1** None

11. BACKGROUND PAPERS

- 11.1** None

(END)

Agenda Item 9



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET - 4 APRIL 2024
Subject	FIXED PENALTY NOTICE POLICY
Wards affected	All
Accountable member	Councillor Juliet Layton – Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Jon Dearing - Assistant Director for Resident Services Email: democratic@cotswold.gov.uk
Report author	Mandy Fathers – Business Manager - Environmental, Welfare & Revenue Service Email: democratic@cotswold.gov.uk
Summary/Purpose	To consider a new policy for the administration of Fixed Penalty Notices
Annexes	Annex A – Fixed Penalty Notice Policy Annex B – Equality Impact Assessment
Recommendation(s)	That Cabinet resolves to: I. Approve the Fixed Penalty Notice Policy
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Chief Executive, Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Assistant Director, Director of Finance (Publica)

1. EXECUTIVE SUMMARY

- 1.1** This report sets out to introduce a new policy for the effective use and administration of fixed penalty notices in respect of environmental crime offences.

2. BACKGROUND

- 2.1** The Environmental Protection Act 1990 provides that local authorities can issue a Fixed Penalty Notice (FPN) to a person believed to have committed specified environmental offences.
- 2.2** Fixed penalties can be an effective and visible way of responding to environmental crimes and provide a quicker and proportionate alternative to prosecution through the courts. They allow the person believed to have committed an offence the opportunity to discharge their liability to conviction for that offence by the payment of a fixed penalty.

3. MAIN POINTS

- 3.1** The Council deals with a range of offences, several of which can be dealt with by way of an FPN. A FPN can be served on an individual or business for an offence.
- 3.2** It offers the recipient the opportunity to pay a penalty rather than being taken to court and prosecuted. By paying the FPN the recipient discharges their liability to conviction for the offence for which the FPN was issued.
- 3.3** This Policy is designed to inform members of the public what they can expect from the Council in terms of how it serves Fixed Penalty Notices. It also sets out how we will respond to appeals and makes it clear when the Council will issue FPNs in terms of offence.
- 3.4** The policy covers the following environmental crime offences:
- Duty of Care
 - Failure to produce a Waste Transfer Note or Duty of Care Certificate
 - Fly Tipping
 - Littering
 - Dog Fouling
 - Abandoned vehicles
 - Fly Posting
 - Commercial waste receptacle offences



4. ALTERNATIVE OPTIONS

- 4.1** The Council could decide not to implement the Fixed Penalty Notice policy; however this may lead to inconsistencies within the application of such fines.

5. FINANCIAL IMPLICATIONS

- 5.1** It is not intended that the FPN regime acts as an additional source of income for the authority and use of the receipts of FPNs is set out in legislation.
- 5.2** In general, as the success of any FPN is advertised, the public should become more compliant and fewer offences should be committed and less money will be received.
- 5.3** Any income will be used to offset costs associated with issuing the fixed penalty notices which will be met from existing budgets, as well as environmental campaigns to increase education and compliance.

6. LEGAL IMPLICATIONS

- 6.1** The offences for which a fixed penalty notice can be issued are set out in various Acts and the enforcement procedures and processes will need to comply with the relevant legislation.
- 6.2** In addition to the legislation relating to the offences, there are other areas of legislation that will also need to be considered and complied with, these include but are not limited to the Human Rights Act 1998 and the Police and Criminal Evidence Act 1984 in connection with the investigation of offences.

7. RISK ASSESSMENT

- 7.1** There are none associated with this report.

8. EQUALITIES IMPACT

- 8.1** An equality impact assessment has been completed.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** Effective and visible enforcement is key to tackling environmental crime and supporting council priorities. Reducing environmental crime will enhance the local district and reduce land contamination.

10. BACKGROUND PAPERS

- 11.1** None

(END)

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COTSWOLD
DISTRICT COUNCIL

FIXED PENALTY NOTICE POLICY

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1. Introduction

- 1.1 The Environmental Protection Act 1990 provides that local authorities can issue a fixed penalty notice (FPN) to a person believed to have committed specified environmental offences.
- 1.2 Fixed penalties can be an effective and visible way of responding to environmental crimes and provide a quicker and proportionate alternative to prosecution through the courts. They allow the person believed to have committed an offence the opportunity to discharge their liability to conviction for that offence by the payment of a fixed penalty. However, if an alleged offender does not pay a FPN fine then the matter would be put forward for prosecution for the original offence.
- 1.2 This policy sets out Cotswold District Councils FPN procedures and compliments Cotswold District Council Corporate Enforcement policy.

2. Scope of Policy

- 2.1 This policy covers waste and local environmental quality issues experienced across the district as follows: -
 - Duty of Care
 - Failure to produce a Waste Transfer Note or Duty of Care Certificate
 - Fly Tipping
 - Littering
 - Dog Fouling
 - Abandoned vehicles
 - Fly Posting
 - Commercial waste receptacle offences
- 2.2 Enforcement action to deal with these offences is essential in maintaining a clean and safe environment.

3. Duty of Care

- 3.1 Cotswold District Council provides a comprehensive waste collection service through Ubico, including recycling materials from residents, non-recyclable waste, commercial waste, bulky goods, green waste, and white goods. These services enable residents and businesses to dispose of their waste safely and legally.
- 3.2 The duty of care applies to all controlled waste as follows:

- Household waste
- Industrial/commercial waste, including any commercial activity run from a household.

3.3 Households (occupiers of domestic property). Section 34 of the Environmental Protection Act 1990 requires all occupiers of domestic properties to take reasonable measures to ensure that waste produced on their property is only transferred to an authorised person for disposal.

3.4 In all investigations of breaches of household waste duty of care, individuals will be given the opportunity to demonstrate they took reasonable steps to determine the person that took their waste was authorised to do so. If fly-tipped waste is traced to an individual, and they are unable to identify who took their waste, or the carrier that they identified is unauthorised, then it is reasonable to believe they have not met their duty of care.

3.5 Bulky Waste. Householders have a duty to ensure that only a registered waste carrier removes households, garden, or construction waste from their property. They should also be able to provide documentary evidence of a waste transfer note, upon request.

3.6 Waste Producers (Businesses). The duty of care applies to all businesses whose activities produce waste. This includes private sector businesses such as shops, offices, factories, and tradespersons such as builders or glaziers, and public sector services such as schools and hospitals, as well as charities and voluntary and community groups. It also includes permitted operations or exempt facilities that produce waste as part of their activities. If, in carrying out a waste operation, the nature or composition of the waste changes, the business will be regarded as a producer of waste.

3.7 Section 34 of the Environmental Protection Act 1990 places a duty on businesses to take all reasonable and applicable measures to ensure that:

- Waste is not stored, transported, treated or disposed of illegally or in a way that causes pollution or harm
- Waste is safely and securely stored so that it cannot escape
- Waste is transferred to an authorised person or for authorised transport
- When waste is transferred, it is accompanied by a full written description of the waste and a completed Waste Transfer Note enabling others to avoid contravention of the duty of care

3.8 Businesses must be sure that their waste is transferred to a company licensed by the Environmental Agency to take it and transport, recycle, or dispose of it safely.

4. Fly-Tipping

4.1 Fly-tipping is an offence under section 33(1)(a) of the Environmental Protection Act 1990. The Act does not provide a comprehensive definition of litter or refuse; however, it is considered that a single plastic sack of rubbish should normally be considered fly tipping rather than litter.

- 4.1 FPN's for fly-tipping offences can be served on any identified perpetrator, including homeowners/occupiers, business owners and registered keepers of vehicles witnessed depositing larger amounts of waste from a vehicle.

5. Littering

- 5.1 Section 87 of The Environmental Protection Act 1990 states than an offence is committed if anything is dropped, thrown, left, or deposited that causes defacement, in any place open to the air that the public have access to with or without payment.
- 5.2 Litter includes cigarette ends, chewing gum, bags of dogs' faeces and waste/litter found to have come from commercial or household premises.
- 5.3 Section 98(5a) of the Environmental Protection Act 1990 states that certain smoking-related materials, such as cigarette ends, and discarded chewing gum and the remains of other products designed for chewing, are specifically items of litter, when dropped. These items are problematic and expensive to clean up and do a lot of damage to the environment and waters. Placing a cigarette end down a drain or in a stream is also an offence and will result in the issuing of an FPN.
- 5.4 Cotswold District Council provides litterbins in High Streets and other locations across the district, including parks and open spaces. Litterbins are also provided by many retail and commercial premises, especially those selling food and drink. If there isn't a bin available, it is the responsibility of the person(s) to take their rubbish with them either to another bin or to dispose of at home.
- 5.2 Littering from vehicles is an offence under section 89(1) of the Environmental Protection Act 1990, and as such the council has powers to issue FPNs to the owner of a vehicle where an officer is able to show that litter was thrown from a vehicle in the council's district. Cotswold District Council, as a local authority has a duty to keep land in its authority, including the highway and roads clean, so far as practicable.

6. Dog Fouling

- 6.1 The introduction of a Public Space Protection Order in November 2017 introduced orders relating to:
- Dog fouling and the failure to clear up of the faeces on all public and open land in the district
 - Failing to produce a receptacle for picking up faeces when asked to do so by an authorised officer
- 6.2 If a person fails to meet these requirements of the Order or comply with a request from an authorised officer of the council, they could be issued with the FPN.

7. Abandoned Vehicles and Nuisance Vehicles and Repair of Vehicles on the Road

- 7.1 Section 2 of The Refuse Disposal (Amenity) Act 1978 (RDA Act 1978) makes it an offence to abandon a motor vehicle. Part 2, clause 10 of the Clean Neighbourhoods and Environmental Bill inserts two new sections in the RDA Act 1978, 2A and 2B.
- 7.2 Section 2A gives an authorised officer of a local authority the power to issue a fixed penalty notice in respect of an offence of abandoning a vehicle, offering the offender the opportunity to discharge any liability for the offence.
- 7.3 Section 2B enables an authorised officer of a local authority to require the name and address of the person to whom he proposes to issue a fixed penalty notice. A person commits an offence if he gives false or inaccurate details.
- 7.4 Under Section 3 of the Clean Neighbourhoods Act 2005 it is an offence to expose vehicles for sale on a road.

A person is guilty of an offence if at any time—

- he leaves two or more motor vehicles parked within 500 metres of each other on a road or roads where they are exposed or advertised for sale, or
 - he causes two or more motor vehicles to be so left.
- 7.5 Under Section 4 of the Clean Neighbourhoods Act 2005 a person who carries out restricted work on a motor vehicle on a road is guilty of an offence, subject as follows.

For the purposes of this section “restricted works” means—

- (a) works for the repair, maintenance, servicing, improvement or dismantling of a motor vehicle or of any part of or accessory to a motor vehicle.
- (b) works for the installation, replacement or renewal of any such part or accessory.

8 Fly Posting

- 8.1 FPN’s for fly posting are used under section 43 of the Anti-Social Behaviour Act 2023.
- 8.2 Maintaining and improving the physical appearance and condition of the local environment enhances the quality of life of the community. Flyposting undermines this objective and can be a blight on an area.
- 8.3 Fly posting is putting up without consent from the owner, posters or stickers on properties, lamp posts or other structures on the street such as:
- Sticking posters onto boarded up shop advertising an event
 - Attaching a poster to a lamp post advertising a business

9 Household and Commercial Waste Receptables

- 9.1 FPN's for receptable offences are issued under section 46 and 47 of the Environmental Protection Act 1990.
- 9.2 Businesses have a duty to ensure that their waste is stored, presented and disposed of in accordance with the waste Duty of Care. FPN's will be used after a notice has been issued and when the waste is likely to cause a nuisance or be detrimental to the amenities of the locality. This includes:
- Bins left on the pavement outside of agreed collection days and times
 - Bins blocking the highway
 - Bins with size, construction or maintenance issues
- 9.3 Households have a duty to comply with the requirements of the Council for the collection and removal of the waste receptacles in accordance with Section 9.2.

10 Dealing with non-compliance

- 10.1 The Council will take a firm and fair approach in the implementation of its enforcement procedures and will take a robust stance towards offences. Negotiation, education, advice, and support will also be used where appropriate.
- 10.2 The Council reserves the right to resort to enforcement action in the first instance, if the circumstances warrant this, rather than following a policy of education, advice and support.
- 10.3 Enforcement procedures will always follow statutory requirement. The Council will seek to deal with offences expeditiously by the use of FPN's, using prosecutions only when these options are not available or in the case of persistent offenders and serious environmental crime offences.
- 10.4 Investigations into fly tipping are resource intensive and can be lengthy and complex. Therefore, the maximum legislative FPN amount will be imposed for any person(s) found to have committed an offence under section 33(1)(a).

11 Levels of Enforcement Action

- 11.1 Enforcement is any formal or informal enforcement action to prevent or rectify infringements of legislation. Whilst the enforcement options may differ depending on the legislation applied, the principles of application remain consistent. The council will engage with individuals, businesses or the community to educate and enable compliance when and where it is appropriate.

Enforcement tools include:

- Visits
- inspections for the purpose of checking compliance with the law

- verbal and written advice on legal requirements and good practise
- written warnings
- simple cautions
- issuing FPN's
- prosecution
- liaison and co-operation with other enforcement authorities and organisations where appropriate, such as the Police or the Environmental Agency

12 Issuing of FPN's

12.1 A FPN will only be issued when all of the following apply:

- evidence of an offence has been committed
- a FPN is a proportionate response
- there is evidence to support prosecution if the offender does not pay the FPN
- the offender understands why the FPN is being issued

12.2 An FPN will not be issued if any of the following apply:

There is no criminal liability:

- the person in question is exempt; for example, a blind person whose dog has fouled in an area where a PSO applies
- the offender is under the age of 18, when the child's parent or guardian may be informed

If enforcement action is inappropriate or would be disproportionate for the offence:

- it is not in the public interest to do so
- the offender is vulnerable; for example, someone who suffers from a mental impediment

If prosecution is more suitable:

- the offence is major; for example, where an extensive quantity of waste is fly tipped or where the content of the waste is hazardous
- the offence is committed by a persistent offender
- the offender is violent or aggressive

13 Issuing Fines

13.1 FPN's will be issued when an Authorised Officer observes or has evidence that an offence has been committed. The FPN gives the alleged offender an opportunity to avoid prosecution by payment of the penalty. A FPN is therefore only issued where there is adequate evidence to support a prosecution. The efficient use of FPNs will improve the effectiveness of the

enforcement process, resulting in officers being able to focus on more complex and serious cases.

- 13.2 Payment of FPN: The FPN must be paid within 28 days of it being served, with a reduction of the fine, if it is paid within 14 days. If the FPN is not paid, a reminder letter will be issued, requesting payment, and setting out what action the Council will take to recover the outstanding payment. If after such time the FPN still remains unpaid, a 'letter before action' will be sent setting out what action the Council will take.
- 13.3 A FPN provides the alleged offender with the opportunity to discharge liability for prosecution by paying the penalty but there is no obligation to pay an FPN. In the event of non-payment, the case will be referred to the Council's Legal Team for the matter to be referred to the Magistrates Court for prosecution.

14 Appeals

- 14.1 There is no statutory right of appeal against a FPN, but the Council will give consideration to representations put forward by an alleged offender. Appeals must be made in writing. A FPN may be cancelled following the review of the information; where this is so the recipient of the FPN will be notified in writing. Should the FPN remain payable, payment will be due within 14 days of the letter notifying the decision to the recipient.

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Equality and Ruralty Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the 'protected characteristics' may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to cheryl.sloan@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Mandy Fathers

Date of assessment: 07.12.2023

Telephone: 01285 623571

Email: mandy.fathers@cotswold.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Fixed Penalty Notice Policy

3. Briefly describe it aims and objectives

To implement a new policy in respect of the administration of Fixed Penalty Notices for environmental crime offences

4. Are there any external considerations? (e.g. Legislation/government directives)

The Environmental Protection Act 1990 provides that local authorities can issue a fixed penalty notice (FPN) to a person believed to have committed specified environmental offences

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input checked="" type="checkbox"/>	Other Local Authority policies
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	
LOW – Few members of the general public/staff will be affected by this proposal	✓
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact?	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			✓	The proposal is inclusive to all ages	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Sex – Female			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion	

Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			✓	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			✓	The proposal is inclusive to the whole of the Cotswold district	
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of the Cotswold district	

10. Action plan (add additional lines if necessary)



Action(s)	Lead Officer	Resource	Timescale
Implement Policy	Philip Measures	Kevin Lee	Following council call-in procedures

11. Is there is anything else that you wish to add?

n/a

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Date:	7.12.23
Line Manager:		Date:	7.12.23
Reviewed by Corporate Equality Officer:		Date:	08.12.23

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CABINET – 4 April 2024

SCHEDULE OF DECISION(S) TAKEN BY THE LEADER OF THE COUNCIL AND/OR INDIVIDUAL CABINET MEMBERS

Note

- Any decision that is still subject to call-in by the Overview and Scrutiny Committee is marked with the expiry date of call-in at the standard close of business time of 5pm.
- Further information on the decision taken and the webcast link can be found within the hyperlink for each 'subject'.

Cabinet Member	Meeting Date	Subject	Decision(s)
Cabinet Member for Communities and Public Safety – Councillor Lisa Spivey	18 March 2024	Response to British Telecommunications Ltd consultation on the removal of telephony from a telephone box in Guiting Power	The Cabinet Member considered the recommendations of the officer and resolved to AGREE the officer's recommendation to submit the Council's consultation response of no objection to the removal of the telephony services from the kiosk. (subject to call-in expiry on 26 March 2024)

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