

# Public Document Pack



COTSWOLD  
DISTRICT COUNCIL

Tuesday, 7 May 2024

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## COUNCIL

A meeting of the Council will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Wednesday, 15 May 2024 at 6.00 pm.**

Rob Weaver  
Chief Executive

To: Members of the Council

(Councillors Gina Blomefield, Claire Bloomer, Ray Brassington, Patrick Coleman, Daryl Corps, David Cunningham, Tony Dale, Mike Evemy, David Fowles, Joe Harris, Mark Harris, Paul Hodgkinson, Roly Hughes, Nikki Ind, Angus Jenkinson, Julia Judd, Juliet Layton, Andrew Maclean, Helene Mansilla, Mike McKeown, Dilys Neill, Nigel Robbins, Gary Selwyn, Tony Slater, Lisa Spivey, Tom Stowe, Jeremy Theyer, Clare Turner, Chris Twells, Michael Vann, Jon Wareing, Ian Watson, Tristan Wilkinson and Len Wilkins)

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.

Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX  
Tel: 01285 623000 [www.cotswold.gov.uk](http://www.cotswold.gov.uk)

# AGENDA

1. **Election of a Chair**  
Council is required to elect a Chair for a term of office until the start of the Annual Council meeting in May 2025. The Chair cannot be a member of the executive.
2. **Appointment of a Vice-Chair**  
Council is required to invite a Vice-Chair for a term of office until the start of the Annual Council meeting in May 2025. The Vice-Chair cannot be a member of the executive.
3. **Announcements from the Chair, Leader of Chief Executive (if any)**  
To receive any announcements from the Chair of Council, Leader of the Council and/or the Chief Executive.
4. **Apologies**  
To receive any apologies for absence.  
  
The quorum for Council is 9 members.
5. **Declarations of Interest**  
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
6. **Announcement of the Leader on Cabinet appointments**  
Purpose  
For the Leader to update Council on the appointment of a Deputy Leader and the appointment of Cabinet members and the allocation of portfolio responsibilities.
7. **Appointment of Committees (Pages 5 - 16)**  
Purpose  
This report sets out those matters reserved to Council at its Annual Meeting:
  - To make appointments to Committees for the Civic Year 2024/25.
  - To make appointments to the positions of Chair and Vice Chair of Committees for the Civic Year 2024/25.

## Recommendations

That Full Council resolves to:

1. DETERMINE that, in accordance with Section 15 of the Local Government and Housing Act 1989 (“the Act”), the Council shall continue to apply the political balance provisions under the Act to committees as shown in Annex A;
2. APPOINT Councillors to serve on the Council’s Committees and working groups as set out in Annex B for a term of office expiring at the next Annual Meeting of the Council;
3. APPOINT Chairs and Vice-Chairs for the Council’s Committees and working groups as shown in Annex B;
4. NOTE the arrangements for substitutions set out in part 4 of the report;
5. AGREE to confirm the changes to the terms of reference to include substitute members for the Constitution Working Group;
6. AGREE the draft terms of reference for the Publica Review Working Group set

out in Annex B.

8. **Appointment of Outside Bodies (Pages 17 - 20)**

Purpose

This report provides Council with a current list of appointments to Outside Bodies for the civic year 2024/25.

Recommendations

That Council resolves to:

1. Note the appointments to outside bodies by the Leader of the Council in respect of executive functions, as set out in Annex A Table 1;
2. Confirm the appointments to the Gloucestershire County Council Economic Growth Scrutiny Committee and the Gloucestershire County Council Health Overview and Scrutiny Committee, as set out in Annex A Table 2.

9. **Record of Attendance 2023/2024**

Purpose

For Council to note the record of attendance for Members in the civic year 2023/24.

(to follow on Friday 10 May)

10. **On-Street Residential Chargepoint Scheme (ORCS) Grant Offer (Pages 21 - 24)**

Purpose

To acknowledge the successful grant application and consider the £383,200 is included in the Capital Programme and the match funding of £191,600.

Recommendations

That Full Council resolves to:

1. Acknowledge the successful grant application of £191,600;
2. APPROVE the On-Street capital scheme of £383,200 for inclusion in the Council's capital programme funded by £191,600 of external grant funding and CDC matched funding of £191,600.

11. **Next meeting**

The next meeting of Full Council will be held on Wednesday 17 July 2024 at 6pm.

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# Agenda Item 7



**COTSWOLD**  
DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>ANNUAL COUNCIL – 15 MAY 2024</b>
Subject	<b>APPOINTMENT OF COMMITTEES</b>
Wards affected	None
Accountable member	Councillor Joe Harris, Leader of the Council Email: <a href="mailto:joe.harris@cotswold.gov.uk">joe.harris@cotswold.gov.uk</a>
Accountable officer	Andrew Brown, Business Manager for Democratic Services Email: <a href="mailto:democratic@cotswold.gov.uk">democratic@cotswold.gov.uk</a>
Report author	Caleb Harris, Senior Democratic Services Officer Email: <a href="mailto:caleb.harris@cotswold.gov.uk">caleb.harris@cotswold.gov.uk</a>
Summary/Purpose	This report sets out those matters reserved to Council at its Annual Meeting: <ul style="list-style-type: none"><li>• To make appointments to Committees for the Civic Year 2024/25.</li><li>• To make appointments to the positions of Chair and Vice Chair of Committees for the Civic Year 2024/25.</li></ul>
Annexes	Annex A – Political Balance Annex B - Committee nominations 2024/25 (to follow) Annex C – Constitution Working Group and Publica Review Working Group Terms of Reference for 2024/25
Recommendation(s)	That Full Council resolves to: <ol style="list-style-type: none"><li>1. DETERMINE that, in accordance with Section 15 of the Local Government and Housing Act 1989 (“the Act”), the Council shall continue to apply the political balance provisions under the Act to committees as shown in Annex A;</li><li>2. APPOINT Councillors to serve on the Council’s Committees and working groups as set out in Annex B for a term of office expiring at the next Annual Meeting of the Council;</li><li>3. APPOINT Chairs and Vice-Chairs for the Council’s Committees and working groups as shown in Annex B;</li><li>4. NOTE the arrangements for substitutions set out in part 4 of the</li></ol>



	<p>report;</p> <ol style="list-style-type: none"><li>5. AGREE to confirm the changes to the terms of reference to include substitute members for the Constitution Working Group;</li><li>6. AGREE the draft terms of reference for the Publica Review Working Group set out in Annex B.</li></ol>
Corporate priorities	<ul style="list-style-type: none"><li>• Delivering Good Services</li></ul>
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A



## **1. EXECUTIVE SUMMARY**

- 1.1 The report sets out the statutory requirement that Council agrees on an annual basis its committee membership for the forthcoming civic year 2024/25.

## **2. BACKGROUND**

- 2.1 The Local Government and Housing Act 1989 (“the Act”) requires the Council to allocate Committee seats to political groups in proportion, as far as is reasonably practicable to the size of those groups on the Council and that the Council review that allocation each year at the Annual Meeting. The requirement is for representation to be proportional on each Committee and across the relevant Committees taken as a whole, subject to Section 15 (5) (b) of the Act which provides that where the majority of seats on the Council are held by one political group, that group shall have a majority on all bodies to which appointments are made.
- 2.2 Under the Council’s political groups scheme, if the Council is unable to make appointments or matters change during the year the Chief Executive is authorised to consult with the group leaders and following that consultation to adjust the number and allocation of seats to each group to give effect to the rules on proportionality and to make appointments as necessary, in accordance with the nominations of the group leaders.
- 2.3 It is open to the Council or a Committee or other relevant council body carrying out a review, to adopt some other arrangement and allocate seats on a different basis other than that prescribed by the Act. Notice of such a proposal must be given in the council summons, and a decision would have to be made without any member voting against the arrangement. This is known as a ‘nem con vote’ by the Council. Abstentions from voting do not invalidate the ‘nem con vote’. Notice has been given on the Agenda so that Council is not denied that opportunity.
- 2.4 Committee membership is for one year with the appointments made at the Annual Meeting and will expire at the next Annual Council meeting on 21 May 2025.
- 2.5 Members who serve on Cabinet cannot serve on the Overview and Scrutiny Committee.
- 2.6 Under the Constitution, Members cannot serve on the Planning and Licensing Committee unless they have received the required training.
- 2.7 It is expected within the Constitution that the Chair of the Overview and Scrutiny Committee will be from an opposition group.

## **3. MAIN POINTS**

- 3.1 Under Section 15 of the Act, the Council must review the representation of the different political groups on Committees and other relevant Council bodies at the Annual Council



Meeting or as soon as practicable after that meeting. The statutory provisions have been added to by the Local Government (Committees and Political Groups) Regulations 1990 as amended in 1991.

- 3.2 The Constitution requires the Annual Meeting of Council to appoint Councillors to serve on the Council's Committees and other Council bodies for the Civic Year 2024/25.
- 3.3 Council may appoint the Chair and Vice-Chair of each committee or if Council does not do so the Chair and Vice-Chair will be elected at the first scheduled meeting of each committee. It is the custom and practice of the Council for this to be done at the Annual Meeting.

#### **4. SUBSTITUTIONS**

- 4.1 Where a Member is unable to attend a meeting of a committee of which they are a Member, they may arrange for a substitute member to attend in their place. Notification of substitution can be made by the Member appointing the substitute, the substitute Member, or in the case of a substitution within a political group by the Leader or Deputy Leader of the relevant political group.
- 4.2 The Constitution states that for each committee where substitution is applicable, substitutes are permitted in respect of each political group, and across non-aligned Members as if those members were to have formed a grouping. Substitution is only permitted within each political grouping, or within the non-aligned Members (i.e. a Member of a political group cannot substitute for a Member of another political group or a non-aligned Member; and a non-aligned Member cannot substitute for a Member of a political group).
- 4.3 Notification of substitution can be made by the Member appointing the substitute, the substitute Member, or in the case of a substitution within a political group by the Leader or Deputy Leader of the relevant political group.

#### **5. WORKING GROUPS**

- 5.1 Full Council has previously agreed to set up a number of Working Groups to cover a variety of issues which require Member input. Some of these Working Groups report to Council and provide recommendations for approval whilst others are to provide Member input for the work of officers or Cabinet Members.
- 5.2 Since the previous Annual Council in 2024, the Constitution Working Group and the newly established Publica Review Working Group require two decisions to be agreed.
- 5.3 The Constitution Working Group has recently agreed to include provisions for substitutions within its terms of reference which will enable the group to continue its work when Members are not able to attend.





**5.4** The Publica Review Working Group is a new working group which has been proposed by officers to enable Member input as announced by the Leader and Chief Executive at Council on 20 March 2024. The draft terms of reference attached at Annex B need to be agreed to by Full Council for the group to begin its work.

**5.5** In addition to Working Groups established by Council the Overview and Scrutiny Committee may establish Task and Finish Groups. These groups will be appointed by the Committee when required.

## **6. ALTERNATIVE OPTIONS**

**6.1** If Council wishes to alter the size or general remit of any Committee, it could pass a resolution requesting that officers produce a report to a future Full Council meeting with alternative proposals.

**6.2** If Council wishes to make further changes to the terms of references of Working Groups, it could delegate authority to the Chief Executive to do so.

## **7. FINANCIAL IMPLICATIONS**

**7.1** There are none arising.

## **8. LEGAL IMPLICATIONS**

**8.1** None in addition to those mentioned within the report.

## **9. RISK ASSESSMENT**

**9.1** An effective Committee structure and decision-making process is critical for the Council to deliver its Corporate Priorities.

**9.2** If appointments were not made, this could delay decision-making within the Council.

## **10. EQUALITIES IMPACT**

**10.1** Council is advised of the need to promote equality when appointing to committees.

## **11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**11.1** None.

## **12. BACKGROUND PAPERS**

**12.1** None.

(END)

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## Annex A: Political proportionalities on committees 2024-25

Seats on committees are allocated based on the principles set out in the Local Government and Housing Act 1989 (Section 15). The allocation of seats to political groups has been reviewed based on the political composition of the Council following elections held on 4 May 2023:

Liberal Democrat: 21  
 Conservative: 9  
 Green: 2  
 Independent (non-grouped): 2

**Table 1: Initial seat allocations**

Committee	Seats	Lib Dem	Con	Green	Total	Balance
Overview and Scrutiny	10	6	3	1	10	0
Planning and Licensing	11	7	3	1	11	0
Performance and Appointments	7	4	2	0	6	-1
Audit and Governance	7	4	2	0	6	-1
<b>Total seats allocated (entitlement)</b>	<b>35</b>	<b>21 (22)</b>	<b>10 (9)</b>	<b>2 (2)</b>	<b>33 (35)</b>	<b>-2</b>

### Steps to allocate remaining seats:

1. Conservative Group to offer up one seat due to overall over-allocation of one seat (Performance and Appointments).
2. Liberal Democrat Group to select one of three unallocated seats due to an overall under-allocation of one seat (Performance and Appointments).
3. Non-grouped Independent members to be offered the final two unallocated seats (Audit and Governance and Performance and Appointments).

**Table 2: Final seat allocation after adjustments**

Committee	Seats	Lib Dem	Con	Green	Ind	Total	Balance
Overview and Scrutiny	10	6	3	1	0	10	0
Planning and Licensing	11	7	3	1	0	11	0
Performance and Appointments	7	5	1	0	1	7	0
Audit and Governance	7	4	2	0	1	7	0
<b>Total seats allocated</b>	<b>35</b>	<b>22</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>35</b>	<b>0</b>
<b>Rounded entitlement</b>	<b>33</b>	<b>22</b>	<b>9</b>	<b>2</b>	<b>N/A</b>	<b>34</b>	<b>-2</b>
<b>Real entitlement</b>	<b>32.94</b>	<b>21.62</b>	<b>9.26</b>	<b>2.06</b>	<b>N/A</b>	<b>33.97</b>	<b>-2.06</b>
<b>% of seats allocated</b>		<b>(62.86)</b>	<b>(25.71)</b>	<b>(5.71)</b>	<b>(5.71)</b>	<b>(100)</b>	<b>(0)</b>

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## CONSTITUTION REVIEW WORKING GROUP

### TERMS OF REFERENCE 2023 – 2027

#### 1. Introduction

The Constitution Review Working Group was established in 2019, to review the Constitution and ensure that it is fit for purpose. In those four years the Council has enhanced its governance arrangements through a thorough review of the Constitution.

The Local Government Association’s Peer Challenge (October 2022) recommended that “the Council needs to reassure itself that its governance arrangements are robust”. One of the actions in response to that recommendation is to “ensure the Constitution continues to reflect robust governance processes and arrangements via timely updates”.

The Constitution is a framework that enhances and supports elected members and officers to make effective, lawful and timely decisions in a transparent and accountable way.

The Constitution Review Working Group, in reviewing the Constitution, should ensure that written documents forming the Constitution are up to date, easy to read (where possible) and accessible to all, but also to have a system of governance that provides appropriate devolution to officers to take and implement decisions (within the schemes of delegation framework), that elected members are comfortable with and confident in.

Against the backdrop of financial austerity measures, a sharp focus on all processes and procedures, ensuring they are as cost-effective as possible is required.

#### 2. Purpose

The Constitution Review Working Group will:

- a) Review areas in the Constitution to ensure that they are fit for purpose and propose appropriate changes;
- b) Receive requests to review certain areas of the Constitution;

- c) Consider changes proposed by Members, Officers and Committees, as well as other stakeholders such as audit;
- d) Recommend proposed changes to Council for approval.
- e) Wherever possible increase the use of technology to support our processes.

### **3. Membership**

The Constitution Review Working Group shall comprise of 7 members, made up of 4 x Liberal Democrats; 2 x Conservatives, 1 x green. Others members will be invited to the meetings as required.

### **4. Substitutions**

Substitutions will be accepted from within each political grouping, or within the non-aligned Members (as per Part D5, paragraph 3.6.1 of the Constitution) and when members give notification of their substitute to officers ahead of the meeting.

### **5. Chair**

The Chair of the Constitution Review Working Group will be appointed at the first meeting.

### **6. Voting**

Any vote will be subject to a simple majority. In simple majority voting the Chair will have a casting vote.

### **7. Quorum**

The quorum of a meeting of the Constitution Review Working Group will be three as per the Constitution

### **8. Frequency of Meetings**

The Constitution Review Working Group will meet as and when required. All meetings will be held in private and dates and times of meetings will be agreed by the Working Group. Meetings will held remotely where possible.

### **9. Minutes of Constitution Review Working Group Meetings**

The Working Group shall agree the minutes at the next suitable meeting.

July 2023

Updated May 2024

## **Draft Terms of Reference – Publica Review Working Group**

### **Membership**

The Publica Review Working Group will have cross-party membership of 4 members appointed by Council based on nominations made by political groups. The Chair will be selected by the Working Group at its first meeting. The Working Group may also select a Vice-Chair.

The apportionment of seats is as follows:

- Liberal Democrat Group – 2 seats
- Conservative Group – 1 seat
- Green Group or Independent Member – 1 seat

Nominated councillors:

- Angus Jenkinson
- Len Wilkins
- Tristan Wilkinson
- TBC (Green Group or Independent Member)

### **Officer Support**

Democratic Services will organise and support the meetings of the Working Group and produce any notes or actions arising from the meetings.

The Chief Executive will advise the Working Group with input from the Chief Finance Officer, Director of Governance and other officers as required.

### **Background and rationale**

The Council has agreed that the majority of services currently provided by Publica on behalf of the Council will be returned to Council. This is a large and important project for the Council.

An Interim Programme Director has been appointed to oversee the transition including the production of a detailed transition plan.

The role of the Working Group will be to receive updates and provide member oversight of the transition programme as part of the wider governance arrangements for the Publica Review. The role of the Working Group is in addition to the oversight provided by the Council's Overview and Scrutiny Committee.

### **Purpose of the Working Group**

The purpose of the review is to provide additional member oversight of, and input into, the programme for transitioning services from Publica to the Council, including prior to any significant decisions to be taken by the Council.

The Working Group has no powers to take decisions or formulate recommendations but may wish to provide comments to the Overview and Scrutiny Committee, which is

empowered to submit recommendations to Cabinet or Council, or to provide comments/updates to Council directly.

### **Meetings**

The Working Group will hold meetings virtually or in person at the Council's Trinity Road Offices in Cirencester. All meetings will be held in private.

The first meeting will take place in late-May or early-June 2024. Meetings will subsequently be scheduled to take place every 2-3 months for the duration of the transition.

Scheduled meetings may be cancelled if in the view of the Chief Executive there is no business for the Working Group to consider.

### **Background documents**

[Publica Review report to Full Council, 2 November 2023](#)

[Annex B to Publica Review report: Strategic Review of Publica Services by Human Engine](#)

[Local Insourcing from Publica - Local Partnerships report](#)



# Agenda Item 8



**COTSWOLD**  
DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>ANNUAL COUNCIL – 15 MAY 2024</b>
Subject	<b>APPOINTMENT TO OUTSIDE BODIES</b>
Wards affected	All
Accountable member	Councillor Joe Harris, Leader of the Council Email: <a href="mailto:joe.harris@cotswold.gov.uk">joe.harris@cotswold.gov.uk</a>
Accountable officer	Andrew Brown, Business Manager for Democratic Services Email: <a href="mailto:Democratic@cotswold.gov.uk">Democratic@cotswold.gov.uk</a>
Report author	Caleb Harris, Senior Democratic Services Officer Email: <a href="mailto:caleb.harris@cotswold.gov.uk">caleb.harris@cotswold.gov.uk</a>
Summary/Purpose	This report provides Council with a current list of appointments to Outside Bodies for the civic year 2024/25.
Annexes	Annex A – Representatives on Outside Bodies 2024/25 (to follow)
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none"><li>1. Note the appointments to outside bodies by the Leader of the Council in respect of executive functions, as set out in Annex A Table 1;</li><li>2. Confirm the appointments to the Gloucestershire County Council Economic Growth Scrutiny Committee and the Gloucestershire County Council Health Overview and Scrutiny Committee, as set out in Annex A Table 2.</li></ol>
Corporate priorities	Supporting Communities
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A



## **1. EXECUTIVE SUMMARY**

- 1.1 This report sets out the appointment to outside bodies.

## **2. BACKGROUND**

- 2.1 Appointments to outside bodies are a responsibility of the Leader of the Council, who makes such appointments annually in May.
- 2.2 The exception is the appointment to the Gloucestershire County Council Economic Growth Scrutiny Committee and the Gloucestershire County Council Health Overview and Scrutiny Committee as these are non-executive committees for appointment by Council.

## **3. MAIN POINTS**

- 3.1 The proposed appointments for 2024/25 are included in Annex A to this report.

## **4. ALTERNATIVE OPTIONS**

- 4.1 The Leader is free to make such appointments as they consider appropriate in respect of executive functions.
- 4.2 Council is free to appoint any non-executive member to the external non-executive committees.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 Travel and subsistence allowances will be payable in respect of the majority of appointments made, if claimed.
- 5.2 Provision for this is included in the Council's budget.

## **6. LEGAL IMPLICATIONS**

- 6.1 None.

## **7. RISK ASSESSMENT**

- 7.1 None.

## **8. EQUALITIES IMPACT**

- 9.1 None.



**COTSWOLD**  
DISTRICT COUNCIL

**9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**9.1** There may be climate change implications arising from car travel to meetings of the outside bodies.

**10. BACKGROUND PAPERS**

**10.1** None.

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# Agenda Item 9

## Member Attendance 2023/24 Municipal Year

Attendance as a member or substitute at all Council, Cabinet, committee, sub-committee, working group and Cabinet Member decision meetings held from 24 May 2023 (date of Annual Council) to 10 May 2024 (date after the last meeting in the 2023/24 municipal year).

<b>Councillor</b>	<b>Number of meetings attended as a Member</b>	<b>Apologies received</b>	<b># meetings expected as a Member</b>
Andrew Maclean	15	5	22
Angus Jenkinson	18	0	18
Chris Twells	8	4	12
Claire Bloomer	21	4	25
Clare Turner	24	0	24
Claire Muir*	8	0	8
Daryl Corps	20	0	20
David Cunningham	19	4	23
David Fowles	24	4	34
Dilys Neill	28	10	41
Gary Selwyn	31	3	34
Gina Blomefield	16	2	18
Helene Mansilla	11	2	13
Jeremy Theyer	10	2	12
Joe Harris	20	2	23
Jon Wareing	12	4	18
Julia Judd	21	3	24
Juliet Layton	29	2	31
Len Wilkins	17	0	23
Lisa Spivey	19	3	22
Mark Harris	18	2	20
Michael Vann	31	3	34
Mike Evey	29	1	30
Mike McKeown	15	1	18
Nigel Robbins	12	1	16
Nikki Ind	11	1	12
Patrick Coleman	29	3	32
Paul Hodgkinson	18	2	20
Ray Brassington	18	3	21

Roly Hughes	8	8	19
Tom Stowe	9	0	9
Tony Dale	17	2	19
Tony Slater	18	3	22
Tristan Wilkinson*	4	2	6

\*Claire Muir resigned as a Councillor for the Ward of Lechlade, Kempsford and Fairford South on 7 November 2023 and Councillor Tristan Wilkinson was elected for the same seat on 14 December 2023.

### Explanatory notes

Meetings not attended for which apologies were not received are included in the 'total meetings expected' sum.

Member attendance at meetings in other capacities (e.g. as an observer) are not included in the attendance statistics.

The following working groups held meetings during the reporting period and are included in the attendance statistics:

- Boundary Reviews Working Group,
- Cost of Living Working Group,
- Constitution Working Group,
- Member Development Working Group,
- Public Conveniences Review Group (established by the Overview and Scrutiny Committee).

The following working groups did not hold any meetings during the reporting period:

- The Employment Policies Task and Finish Group (established by the Overview and Scrutiny Committee),
- The Moreton-in-Marsh Working Group,
- Publica Review Working Group did not hold any meetings within the reporting period.

Attendance at meetings of the Cabinet Transform Working Group is not included.

# Agenda Item 10



**COTSWOLD**  
DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>FULL COUNCIL – 15 MAY 2024</b>
Subject	<b>ON STREET RESIDENTIAL CHARGEPOINT SCHEME (ORCS) GRANT OFFER</b>
Wards affected	All
Accountable member	Mike McKeown, Cabinet Member for Climate Change and Sustainability Email: <a href="mailto:mike.mckeown@cotswold.gov.uk">mike.mckeown@cotswold.gov.uk</a>
Accountable officer	Charlie Jackson, Assistant Director Planning and Sustainability Email: <a href="mailto:Democratic@cotswold.gov.uk">Democratic@cotswold.gov.uk</a>
Report author	Andrew Turner, Business Manager Assets and Council Responsibilities Email: <a href="mailto:Democratic@cotswold.gov.uk">Democratic@cotswold.gov.uk</a>
Summary/Purpose	To acknowledge the successful grant application and consider the proposal for £383,200 to be included in the Capital Programme and the match funding of £191,600.
Annexes	None
Recommendation(s)	That Full Council resolves to: <ol style="list-style-type: none"> <li>1. Acknowledge the successful grant application of £191,600;</li> <li>2. APPROVE the On-Street capital scheme of £383,200 for inclusion in the Council's capital programme funded by £191,600 of external grant funding and CDC matched funding of £191,600.</li> </ol>
Corporate priorities	<ul style="list-style-type: none"> <li>• Responding to the Climate Emergency</li> <li>• Supporting Communities</li> </ul>
Key Decision	YES
Exempt	NO
Consultees/ Consultation	External EVCP delivery partner, Connected Kerb



## **1. EXECUTIVE SUMMARY**

- 1.1 The final phase of the government funded, On Street Residential Chargepoint Scheme (ORCS), closed in March 2024.
- 1.2 The Council, supported by its Electric Vehicle Charging Point (EVCP) partner Connected Kerb, submitted a bid application in February 2024, for 33 dual charging points across 11 district car parks.
- 1.3 At the point of submission, there was no certainty that the bid would be successful.
- 1.4 On 22 March 2024, the Office for Zero Emission Vehicles, offered a maximum of £191,600 to the Council to fund 50% of the project.
- 1.5 Funding had to be accepted within ten days of the offer. This was done so after consultation with the Chief Executive, Deputy Chief Executive and Deputy Leader & Cabinet member for Finance.
- 1.6 Cabinet recommends to Council that the scheme is included in the Capital Programme at £383,200, and that the Council approves matched funding of up to £191,600.
- 1.7 A second report to Cabinet in June 2024, will include a business case for each site and will make recommendations as to which sites would benefit from EVCPs.

## **2. BACKGROUND**

- 2.1 The On Street Residential Chargepoint Scheme supports local authorities in the UK to deliver electric vehicle charging infrastructure for residents without off-street parking.
- 2.2 Funding is for up to 50% of eligible capital costs and grants are capped at £200,000. Total funding provided will not exceed £7,500 per chargepoint.
- 2.3 Chargepoints must be installed and operational by the 31 March 2025.

## **3. ALTERNATIVE OPTIONS**

- 3.1 The Council could decide not to accept the ORCS funding offer; however, this is not advised as the funding can be repaid at any stage. By completing the detailed business case the Council will fully understand the position and how to proceed before deciding what to accept.

## **4. CONCLUSIONS**





- 4.1 That Cabinet acknowledges the successful grant application of £191,600 and recommends to Council to include £383,200 in the Capital Programme and supports match funding of up to £191,600.
- 4.2 A Cabinet report in June 2024 will include a detailed business case for each site and will make recommendations as to which sites would benefit from EVCPs.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 Financial implications to be covered in the June 2024 Cabinet report, setting out the business case for each individual site.

## **6. LEGAL IMPLICATIONS**

- 6.1 Legal implications to be covered in the June 2024 Cabinet report.

## **7. RISK ASSESSMENT**

- 7.1 The Council has no risk in accepting the grant, as it can be repaid at any time if it chooses not to proceed with any part or the entire EVCP project.
- 7.2 This grant offer is the final round of ORCS funding, it is not expected that future EVCP schemes will attract such high grant levels.

## **8. EQUALITIES IMPACT**

- 8.1 Equalities impact to be address in the June 2024 Cabinet report.

## **9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 9.1 The rollout of EVCPs is part of the climate agenda and will:
  - Decreases greenhouse gas emissions from transport
  - Reduce air pollution and promote green sustainable transport

## **10. BACKGROUND PAPERS**

- 10.1 No background papers.

(END)

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