

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Thursday, 23 May 2024

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OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Overview and Scrutiny Committee will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Monday, 3 June 2024 at 4.00 pm.**

Rob Weaver
Chief Executive

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

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

AGENDA

1. **Apologies**
To receive any apologies for absence.

The quorum for the Overview and Scrutiny Committee is 3 members.
2. **Substitute Members**
To note details of any substitution arrangements in place for the Meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
4. **Minutes (Pages 5 - 10)**
To approve the minutes of the meeting held on Tuesday 7 May 2024.
5. **Matters Arising from Minutes of the Previous Meeting**
To consider actions outstanding from minutes of previous meetings
6. **Chair's Announcements**
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
7. **Public Questions**
A maximum of 15 minutes is allocated for an “open forum” of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be two minutes. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:
 - a) A direct oral response (maximum length: 2 minutes);
 - b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.
8. **Member Questions**
A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee but may not relate to applications for determination at the meeting.

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

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

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

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

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

9. **Waste Services Update**

Purpose

To receive a verbal update on Waste Services, including climate change objectives.

Recommendation

That Overview and Scrutiny Committee resolves to:

- I. Note the update and agree any recommendations it wishes to submit to the Cabinet meeting on 6 June.

Invited

Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance
Simon Anthony, Business Manager for Environmental Services
Kevin Attwood, Ubico

10. **Service Performance Report 2023-24 Quarter Four**

To follow

Purpose

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

Recommendation

That Overview and Scrutiny Committee resolves to:

- I. Note the update and agree any recommendations it wishes to submit to the Cabinet meeting on 6 June.

Invited

Councillor Joe Harris, Leader of the Council
Robert Weaver, Chief Executive
Alison Borrett, Senior Performance Analyst

11. **Channel Choice and Telephone Access Update**

To follow

Purpose

The purpose of this report, in light of a continuous decline in customer demand, is to propose that the trial becomes a permanent arrangement following the data gathered. The trial of reduced telephone access hours from 9am – 2pm, to the public has proved the concept and customers are continuing to shift to digital channels.

Recommendation

That Overview and Scrutiny Committee resolves to:

- I. Agree any recommendations it wishes to submit to the Cabinet meeting on 6 June.

Invited

Councillor Tony Dale, Cabinet Member for the Economy and Council Transformation
Jon Dearing, Interim Executive Director

12. **Report back on recommendations**

For the Committee to note the Cabinet's response to any recommendations arising from the previous Overview and Scrutiny Committee meeting.

13. **Updates from Gloucestershire County Council Scrutiny Committees**

Purpose

To receive any verbal updates on the work of external scrutiny bodies:

Gloucestershire Economic Growth Scrutiny Committee – Councillor Angus Jenkinson
Gloucestershire Health Overview & Scrutiny Committee – Councillor Dilys Neill

14. **Work Plan and Forward Plan (Pages 11 - 30)**

For the Committee to note and review its work plan and to select Cabinet decisions for pre-decision scrutiny at future committee meetings.

(END)

Overview and Scrutiny Committee
07/May2024



COTSWOLD
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Minutes of a meeting of Overview and Scrutiny Committee held on Tuesday, 7 May 2024

Members present:

Gina Blomefield – Chair
Angus Jenkinson
Dilys Neill
Michael Vann

Gary Selwyn – Vice-Chair
Tony Slater
Clare Turner
Jon Wareing

Tristan Wilkinson
Len Wilkins

Officers present:

Robert Weaver, Chief Executive
David Stanley, Deputy Chief Executive and
Chief Finance Officer
Angela Claridge, Director of Governance and
Development (Monitoring Officer)
Claire Locke, Assistant Director for Property
and Regeneration

Sophia Price, Heritage and Design Manager
Ana Prelici, Democratic Services Officer
Debbie Smart, Legal Services Change Manager

Cabinet Members Present:

Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance
Councillor Juliet Layton, Cabinet Member for Planning and Regulatory Services
Councillor Tony Dale, Cabinet Member for the Economy and Council Transformation

OS.61 Apologies

Apologies were received from Councillor David Cunningham.

OS.62 Substitute Members

Councillor Len Wilkins was a substitute for Councillor David Cunningham.

OS.63 Declarations of Interest

In relation to item 9. Ecological Emergency Update, Councillor Angus Jenkinson stated that he was the member with responsibility for Ecology but that as that as he was not the Cabinet Member, he could not fully take part in the discussion on the item.

OS.64 Minutes

The following corrections were made;

- Minute OS.56 'CD' should be CB
- Minutes OS.55 and 56, Councillor David Fowles had asked to be referred to as 'he/him' instead of 'they'.

RESOLVED: Subject to the aforementioned amendments, to approve the minutes of the meeting held on 27 April.

Voting record – For 7, Against 0, Abstentions 3

OS.65 Matters Arising from Minutes of the Previous Meeting

Members raised the Programme Initiation Document, as referenced in minute OS.54 of the previous meeting. The Deputy Chief Executive stated that this would be included in July's Cabinet report on the Publica review, which would also be coming to the Overview and Scrutiny Committee.

There were no further comments on matters arising from the minutes of the previous meeting.

OS.66 Chair's Announcements

The Chair stated that two all member briefings would be held the following week:

- 14 May, 12.00pm- Affordable Housing and;
- 14 May, 5.15pm- Waste and Recycling.

The Chair encouraged members to attend the briefings and had no further announcements.

OS.67 Public Questions

There were no public questions.

OS.68 Member Questions

There were no member questions.

OS.69 Ecological Emergency Update

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

The purpose of the report was to update the Committee on progress in implementing the Ecological Emergency Action Plan. The report stated that The Ecological Emergency Action Plan continued to be delivered, focusing on the mandatory elements, for example planning applications (including Biodiversity Net Gain), local plan policy, etc; however, due to lack of resources no action was currently underway to address the new enhanced biodiversity duty requirements. In addition, there was scope for the Council to increase its activity to address the Ecological Emergency in more depth, particularly with local communities and in the context of Green Infrastructure.

The Cabinet Member also congratulated Olivia McGregor on her recent appointment as the new Climate Change Lead.

The Committee discussed the report, commending the quality of it, and raising the following points of discussion which were also addressed by officers;

- While Biodiversity Net Gain could be monitored through the Council's annual monitoring of development, the remainder of the Ecological Emergency Action Plan

would be prohibitively expensive to monitor (i.e. incurring costs larger than the Council's budget). External data, e.g. by the Royal Society for the Protection of Birds (RSPB) could not be pinned to the Council's specific interventions.

- All planning applications (with the exception of self-build, retrospective and householder types) made after April 2024 would be liable to the new Biodiversity Net Gain requirements.
- Members raised concerns over resourcing, making reference to the Ecological emergency. The Chief Executive was aware of the need for the further resource, but challenges affected the entire Council and many departments. They suggested that any resource requests would be dealt with as part of the Publica Review.
- The legal monitoring responsibilities under the Environment Act were referenced, which would be partially covered by developer contributions towards Biodiversity Net Gain requirements but would not be fully cost neutral to the Council.

Councillor Angus Jenkinson proposed that the Overview and Scrutiny recommend that Cabinet considers the necessity to increase resourcing for Ecology, given the Council's goal (green to the core), declared climate and ecological crisis and increased legal monitoring obligations. Councillor Jenkinson appreciated the Chief Executive's comments but referenced an urgency of need for additional resource for Ecology.

Councillor Gary Selwyn seconded the proposal.

RESOLVED: That the Overview and Scrutiny

1. Note the report
2. Recommend that Cabinet considers the necessity to increase resourcing for ecology, given the Council's goal (green to the core), declared climate and ecological crisis and increased legal monitoring obligations.

OS.70 Adoption of Asset Management Strategy

The Deputy Leader and Cabinet Member for Finance introduced the report, which was an item that had come to the Overview and Scrutiny Committee for pre-decision scrutiny. The Cabinet was due to make a decision on the report on Thursday 9 May 2024.

The purpose of the report was for Cabinet to agree to adopt the Asset Management Strategy to provide a clear strategy for future decision making and investment in the Council's land and property assets.

The Deputy Leader stated that a previous interim Chief Finance Officer had recommended that an asset management strategy be put in place. The Deputy Leader explained that at Councils which had issued Section 114 notices recently, a lack of a register of assets had been an issue, which highlighted the importance of the work.

Noting the list of assets at Annex B, members raised some local concerns in their wards, such as;

- Parking concerns in Bourton on the Water and ensuring sustainability for businesses.
- Referencing the local plan partial review, major strategic development in Moreton-in-Marsh, for which strategic engagement with Members would be needed.
- The path and verge in Broadwell were strategically significant in regard to a planning application.

The Chair assured members that these concerns would be dealt with by officers but that they were out of scope of the report they were considering.

Members welcomed the report and stated that it was important. In discussion, members raised the following points which were addressed by the officers and Cabinet Member:

- The Cabinet Member explained that the purpose of the strategy was to plan how assets would be used, not the strategic acquisition of sites. The Deputy Chief Executive added that the strategy followed advice in the Chartered Institute of Public Finance and Accountancy (CIPFA) guide on asset management and that if the Council's priorities around assets shifted, this would be picked up as part of a Corporate plan refresh.
- An LSVT was a Large Scale Voluntary Transfer, in this case it was from the Council to the Housing Association.
- The list of assets at Annex B was fluid and liable to change but it would be updated at least annually. If there were large scale property acquisitions or disposals then the list would be updated more regularly in line with these.
- A 'ransom strip' was a piece of land which would enable a future strategic acquisition of an otherwise landlocked site.
- The Deputy Chief Executive stated that the valuations around these assets were for accounting purposes and would not necessarily reflect a sale price.

RESOLVED: To NOTE the report.

OS.71 Legal Services Partnership Agreement and Transformation Programme Update

The Cabinet Member for the Economy and Council Transformation introduced the report, which was an item that had come to the Overview and Scrutiny Committee for pre-decision scrutiny. The Cabinet was due to make a decision on the report on Thursday 9 May 2024.

The Cabinet Member stated that legal services at all three Publica councils had been shared since 2016. The Monitoring Officer had felt that it was necessary to review the economy, efficiency, and effectiveness of the arrangement. The Cabinet Member added that the situation around legal services was positive although they were not fully staffed at all councils, there were no fewer than four members of legal staff at each Council. A case management software (Iken) had also been procured.

Members discussed the report and raised the following points which were addressed by the officers and Cabinet Member:

- The partnership agreement would be different to the Publica arrangement, as only expertise would be shared.
- Members noted the financial challenges faced by the Council and asked how service levels, in particular those around statutory obligations would be maintained in light of these. The Cabinet Member stated that the challenges were evident but that sharing expertise as much as possible would help to alleviate these.
- Members perceived an increased risk of employment tribunals due to the transfer of services from Publica to in-house, and this may impact the legal team's workloads. The Director of Governance and Development (Monitoring Officer) stated that they hoped that would not be the case. Members also mentioned that there was a risk of unbudgeted legal costs arising through planning appeals, which would involve additional support from legal services, and potentially needing to pay compensation if an appellant is successful.

Overview and Scrutiny Committee
07/May2024

- The Council's procurement processes had been followed in procuring the Iken software. The time tracking feature on the software would be used to look at broader trends but not scrutinised on an individual level.

RESOLVED: To NOTE the report.

Councillor Tony Slater departed the meeting, apologising to the Chair as he needed to attend a Parish Council meeting.

OS.72 Report back on recommendations

There were no comments from the Committee on the item.

OS.73 Updates from Gloucestershire County Council Scrutiny Committees

Councillor Angus Jenkinson stated the GEGSC had not been meeting while the Cities Region Board was being reorganised.

Councillor Dilys Neill had attended the Health Overview and Scrutiny Committee meeting as the representative on this Group on 12 March. Councillor Neill summarised the challenges faced by the NHS, but also shared good news such as a new diagnostic tool for cancer. At the suggestion of the Chair, Councillor Neill stated that she would send her full written report to the Democratic Services Officer to include as a supplement to the minutes.

OS.74 Work Plan and Forward Plan

The Chair introduced the work plan and stated that it would be likely to change throughout the year.

Members discussed the work plan, noting the following points:

- On the meeting held on 8 July, the Publica Transition Plan would be considered. The Chair asked that this be dealt with as the first item.
- Housing should be brought forward as an item as well as a member briefing.
- Audit matters were mentioned, but this was the remit of the Audit and Governance Committee, so outside of the scope of the work plan.

RESOLVED: to recommend the work plan to the incoming Committee for 2024/25.

Voting record

For 9, Against 0, Abstentions 0, Absent/Did not vote - 1

The Meeting commenced at Time Not Specified and closed at Time Not Specified

Chair

(END)

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COTSWOLD
DISTRICT COUNCIL

**OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN
1 JUNE 2024 – 30 SEPTEMBER 2024**

Overview and Scrutiny Committee

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

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

In setting and reviewing its work plan, Scrutiny will be mindful of the constraints of the organisation and will take advice from officers on prioritisation, which may be informed by the following considerations (TOPIC criteria):

Timeliness: Is it timely to consider this issue?

Organisational priority: Is it a Council priority?

Public Interest: Is it of significant public interest?

Influence: Can Scrutiny have meaningful influence?

Cost: Does it involve a high level of expenditure, income or savings?

Call in

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

Item	Cabinet Member	Lead Officer
Monday 3 June 2024		
Service Performance Report 2023-24 Quarter Four Note the 2023/24 Q4 service performance report	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Channel Choice and Telephone Access Update	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Jon Dearing, Interim Executive Director jon.dearing@cotswold.gov.uk
Waste Services Update Focus on greening the fleet, efficiency of collections & data behind service changes	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Simon Anthony, Business Manager for Environmental Services Simon.Anthony@publicagroup.uk
Monday 8 July 2024		
Financial Performance Report 2023-24 Quarter Four	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Climate Emergency To evaluate the achievement of Net-Zero goals where the Council has direct responsibility and the delivery of measurable contributions in other areas.	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Charlie Jackson, Assistant Director - Planning and Sustainability charlie.jackson@publicagroup.uk
Neighbourhood Planning Update	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Joseph Walker, Community Partnership Officer joseph.walker@cotswold.gov.uk
Publica Transition - Detailed report To consider the recommendations for service transitions	Leader of the Council - Cllr Joe Harris	Robert Weaver, Chief Executive robert.weaver@cotswold.gov.uk

Monday 2 September 2024		
Sewage Summit report To consider a report arising from the Sewage Summit hosted by Cotswold District Council.	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Phil Martin, Assistant Director for Business Services Phil.Martin@publicagroup.uk
Building the Budget	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
District Boundary Review - Council Size Proposal	Leader of the Council - Cllr Joe Harris	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Local Plan Review Progress Update	Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton	Matthew Britton, Interim Forward Planning Lead matthew.britton@cotswold.gov.uk
Service Performance Report 2024-25 Quarter One Note the 2023/24 Q1 service performance report	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter One	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Monday 4 November 2024		
Public Conveniences Update on Changes		Maria Wheatley, Shared Parking Manager maria.wheatley@cotswold.gov.uk
Draft Budget 2025/26 and Medium Term Financial Strategy	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Community Safety Partnership Update	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Jacqueline Wright, Community Wellbeing Manager Jacqueline.Wright@Cotswold.gov.uk

Monday 6 January 2025		
Update on Strategic Plan for North Cotswolds	Juliet Layton, Cabinet Member for Planning and Regulatory Services	Matthew Britton, Interim Forward Planning Lead matthew.britton@cotswold.gov.uk
Service Performance Report 2024-25 Quarter Two	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Two	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Empty Homes Strategy (potential Cabinet item TBC)		
Update to HR Policies (potential Cabinet report tbc)		
Monday 3 February 2025		
Budget 2025/26 and Medium Term Financial Strategy	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Monday 3 March 2025		
Monday 31 March 2025		
Service Performance Report 2024-25 Quarter Three	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Three	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk

Tuesday 6 May 2025			
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COTSWOLD
DISTRICT COUNCIL

**EXECUTIVE FORWARD PLAN
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

Forward Plan - May 2024 – May 2025

The Forward Plan

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of the notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for Meetings of the Cabinet are made available on the [Council's Web Site](#) – five working days in advance of the Meeting in question. Please also note that the agendas for Meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the Council's Web Site, and available from the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

Key Decisions

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority.

In financial terms, the Council has decided that a key decision is any executive decision which requires a budget expenditure of £150,000 or more, or one which generates savings of £150,000 or more.

A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council's Constitution.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Formal reports presented relating to any executive decision will be available on the Council's Web Site at least five working days in advance of the Meeting at which the decision is to be made (except insofar as they contain confidential and/or exempt information).

The Decision Notice for each key decision will be published as soon as reasonably practicable after it has been made. We will seek to do this within five working days of the date of the decision. The Decision Notice will be available for public inspection on the Council's Web Site, and at the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

If you have any questions about the Forward Plan, or if you wish to make representations about any of the matters contained within it, please contact the Council's Democratic Services Team. The Democratic Services Team can also, on request, provide copies of, or extracts from, documents listed in the Plan and any which subsequently become available (subject to any prohibition or restriction on their disclosure).

Contact Details:

Democratic Services, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire GL7 1PX

E-mail: democratic@cotswold.gov.uk Telephone: 01285 623000 Website: www.cotswold.gov.uk

Telephone: 01285 623000; Fax: 01285 623907

The Council's Executive Arrangements

The Council currently operates the Strong Leader and Cabinet form of governance.

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has

to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

The Cabinet at Cotswold District Council currently comprises a Leader, a Deputy Leader, and six other Cabinet Members. The structure is as set out in the table below.

Executive decisions are taken either collectively by the Cabinet or individually by Cabinet Members.

The Cabinet generally meets monthly; whereas decision-making by individual Cabinet Members occurs on an 'as and when needed' basis.

Decisions of the Cabinet and individual Cabinet Members are subject to scrutiny by the Overview and Scrutiny Committee.

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

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
9 May 2024 - Cabinet						
Legal Services Partnership Agreement	No	Open	Cabinet	9 May 2024	Leader of the Council - Cllr Joe Harris	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk
Asset Management Strategy	Yes	Open	Cabinet	9 May 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Disposal of Property in Bourton on the Water	Yes	Open	Cabinet	9 May 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Jasmine McWilliams, Estates Manager jasmine.mcwilliams@publicagroup.uk
Grant Offer - On-Street Residential Charge Point Scheme	Yes	Open	Cabinet Council	9 May 2024 15 May 2024	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
15 May 2024 - Full Council						
Appointment of Committees	Yes	Open	Council	15 May 2024		Andrew Brown, Democratic Services Business Manager

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
						andrew.brown@publicagroup.uk, Caleb Harris, Senior Democratic Services Officer caleb.harris@cotswold.gov.uk
Record of Attendance 2023/2024	Yes	Open	Council	15 May 2024		Caleb Harris, Senior Democratic Services Officer caleb.harris@cotswold.gov.uk, Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
6 June 2024 - Cabinet						
Service Performance Report 2023-24 Quarter Four	No	Open	Cabinet	6 Jun 2024	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Channel Choice and Telephone Access Update	Yes	Open	Cabinet	6 Jun 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Jon Dearing, Assistant Director for Resident Services jon.dearing@cotswold.gov.uk
Decision on future	Yes	Fully exempt	Cabinet	6 Jun 2024	Deputy Leader - Cabinet	Claire Locke, Assistant

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
regeneration of The Old Station and Memorial Cottages, Cirencester		Likely to contain commercially sensitive information			Member for Finance - Cllr Mike Evey	Director for Property and Regeneration Claire.Locke@publicagroup.p.uk
Discretionary Rate Relief in excess of £10,000	No	Part exempt Annex A due to financial sensitive information	Cabinet	6 Jun 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.p.uk
11 July 2024 - Cabinet						
Financial Performance Report 2023-24 Quarter Four	No	Open	Cabinet	11 Jul 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.p.uk
Green Economic Growth Strategy refresh	Yes	Open	Cabinet	11 Jul 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale, Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Paul James, Economic Development Lead paul.james@cotswold.gov.uk
Public Convenience	Yes	Part exempt	Cabinet	11 Jul 2024	Deputy Leader - Cabinet	Maria Wheatley, Shared

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Contract		Report contains commercially sensitive information			Member for Finance - Cllr Mike Evey	Parking Manager maria.wheatley@cotswold.gov.uk
Asset Management Plan - Adoption of Asset Plans	Yes	Fully exempt Likely to contain commercially and financially sensitive information	Cabinet	11 Jul 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Claire Locke, Assistant Director for Property and Regeneration Claire.Locke@publicagroup.uk
Publica Transition - Detailed report	Yes	Part exempt	Cabinet Council	11 Jul 2024 17 Jul 2024	Leader of the Council - Cllr Joe Harris	Robert Weaver, Chief Executive robert.weaver@cotswold.gov.uk
On-Street Residential Charge Point Scheme - Sites Decision	Yes	Part exempt	Cabinet	11 Jul 2024	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Andrew Turner, Business Manager - Assets and Council Priorities Andrew.Turner@publicagroup.uk
17 July 2024 - Full Council						
Overview and Scrutiny Annual Report	No	Open	Council	17 Jul 2024		Caleb Harris, Senior Democratic Services Officer caleb.harris@cotswold.gov.uk

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
						v.uk, Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Community Governance Review - Upper Rissington	No	Open	Council	17 Jul 2024	Leader of the Council - Cllr Joe Harris	Sarah Dalby, Elections Manager sarah.dalby@cotswold.gov.uk
Sewage Summit report	No	Open	Council	17 Jul 2024	Cabinet Member for Communities and Public Safety - Cllr Lisa Spivey	Phil Martin, Assistant Director for Business Services Phil.Martin@publicagroup.uk
5 September 2024 - Cabinet						
Service Performance Report 2024-25 Quarter One	No	Open	Cabinet	5 Sep 2024	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter One	No	Open	Cabinet	5 Sep 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
25 September 2024 - Full Council						
District Boundary Review - Council Size Proposal	Yes	Open	Council	25 Sep 2024	Leader of the Council - Cllr Joe Harris	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
3 October 2024 - Cabinet						
7 November 2024 - Cabinet						
Draft Budget 2025/26 and Medium Term Financial Strategy	Yes	Open	Cabinet	7 Nov 2024	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
27 November 2024 - Full Council						
Programme of Meetings	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Joe Harris	Caleb Harris, Senior Democratic Services Officer caleb.harris@cotswold.gov.uk
5 December 2024 - Cabinet						
9 January 2025 - Cabinet						

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
UK Shared Prosperity Fund and Rural England Prosperity Fund update	Yes	Open	Cabinet	9 Jan 2025	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Paul James, Economic Development Lead paul.james@cotswold.gov.uk
Financial Performance Report 2024-25 Quarter Two	No	Open	Cabinet	9 Jan 2025	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Service Performance Report 2024-25 Quarter Two	No	Open	Cabinet	9 Jan 2025	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
22 January 2025 - Full Council						
6 February 2025 - Cabinet						
Budget 2025/26 and Medium Term Financial Strategy	Yes	Open	Cabinet Council	6 Feb 2025 26 Feb 2025	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
26 February 2025 - Full Council						

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
6 March 2025 - Cabinet						
19 March 2025 - Full Council						
3 April 2025 - Cabinet						
Financial Performance Report 2024-25 Quarter Three	No	Open	Cabinet	3 Apr 2025	Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Service Performance Report 2024-25 Quarter Three	No	Open	Cabinet	3 Apr 2025	Leader of the Council - Cllr Joe Harris	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
8 May 2025 - Cabinet						
21 May 2025 - Full Council						
Key decisions delegated to officers						
UK Shared Prosperity Fund and Rural England Prosperity Fund update	Yes	Open	Cabinet Chief Executive Officer	11 Jan 2024 6 Mar 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Paul James, Economic Development Lead paul.james@cotswold.gov.uk

Item for Decision	Key Decision (Yes / No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer
Rural England Prosperity Fund	Yes	Open	Cabinet Chief Executive Officer	17 Jul 2023 Before 31 Mar 2024	Cabinet Member for Economy and Council Transformation - Cllr Tony Dale	Paul James, Economic Development Lead paul.james@cotswold.gov.uk

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