



COTSWOLD
DISTRICT COUNCIL

Wednesday, 17 July 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, 25 July 2024 at 6.00 pm.**

Rob Weaver
Chief Executive

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

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

AGENDA

1. **Apologies**

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 7 - 14)**

To approve the minutes of the previous meeting of Cabinet on 9 May 2024.

4. **Leader's Announcements**

To receive any announcements from the Leader of the Council.

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 (Pages 15 - 18)**

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. **Issue(s) 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. **Channel Choice and Telephone Access Update (Pages 19 - 32)**

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 our customers are continuing to shift to digital channels.

Recommendation

That Cabinet resolves to:

1. Agree to adopt the reduced telephone access arrangements on a permanent basis.

9. **Continuation of Crowdfund Cotswold (Pages 33 - 66)**

Purpose

To determine whether to continue with the Council's Crowdfunding approach, Crowdfund Cotswold.

Recommendations

That Cabinet resolves to:

1. Agree to continue with Crowdfund Cotswold, and let a three-year contract with Spacehive;
2. Agree to make provision for a Community Grant pot in the Budget, at £60,000 per annum.

10. **Service Performance Report 2023-24 Quarter Four (Pages 67 - 138)**

Purpose

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

Recommendation

That Cabinet resolves to:

1. Note overall progress on the Council priorities and service performance for 2023-24 Q4.

11. **2023-24 Final Revenue and Capital Outturn Report (Pages 139 - 180)**

Purpose

This report sets out the outturn position for the 2023/24 financial year.

Recommendations

That Cabinet resolves to:

1. Review and note the outturn financial position set out in this report;
2. Approve the carry forward of unspent capital budget included in table 5 of £1.114m into the 2023/24 Capital Programme;
3. Approve the transfers to and from reserves, as set out in Paragraphs 4.28 to 4.30 and Annex C;
4. Note the changes to provisions as set out in paragraphs 4.33 and 4.34;
5. Approve the closing balance on the Financial Resilience Reserve and the commitment to fund the Council's share of the estimated redundancy costs associated with Phase 1 of the transfer of services from Publica to the Council (up to £0.300m).

12. **Discretionary Rate Relief in excess of £10,000 (Pages 181 - 184)**

Purpose

To consider an application for discretionary rate relief for the 2023/2024 Business Rates liability in respect of SLM Community Leisure Trust which is in excess of £10,000.

Recommendation

That Cabinet resolves to:

1. Approve the Discretionary Rate Relief application in respect of Cirencester Leisure Centre.

13. **On-Street Residential Charge Point Scheme - Sites Decision (Pages 185 - 196)**

Purpose

To consider the business case for each site and consider the benefit of investing in Electric Vehicle Charge Point's (EVCP).

Recommendations

That Cabinet resolves to:

1. Agree to allocate £180,000 from the approved capital budget of £383,200 to deliver 24 EVCP charging bays across four district car parks, or,
2. Agree to allocate £225,000 from the approved capital budget of £383,200 to deliver 30 EVCP charging bays across five district car parks, to include West Street, Tetbury and,
3. Delegate authority to the Deputy Chief Executive and Section 151 Officer, in consultation with the Deputy Leader and Cabinet Member for Finance allocate any additional funding from the capital budget subject to business case and the ORCS grant conditions for the above sites, up to a maximum of £7500 per charging point.
4. Delegate authority to the Deputy Chief Executive and Section 151 Officer, in consultation with the Deputy Leader and Cabinet Member for Finance to allocate funding and proceed with EVCPs at the Brewery car park, subject to ORCs approval for a change in site and allocation of grant funding, a viable business case and appropriate due diligence being carried out to ensure site can be delivered

and comply with grant conditions.

14. **Approval to award the contract for cleaning and maintenance of public toilets (Pages 197 - 206)**

Purpose

To agree the contract award for cleaning and maintenance of public conveniences.

Recommendations

That Cabinet resolves to:

1. Approve the recommendation by officers to award the contract for the cleaning and maintenance of public convenience to the preferred contractor as outlined in the Exempt Annex B.

15. **Publica Review - Detailed Transition Plan (Pages 207 - 264)**

Purpose

To consider the Detailed Transition Plan, to note its content and to approve the recommendations therein.

Recommendations

That Cabinet resolves to recommend to Full Council to:

1. Approve the implementation of Phase I of the Publica Transition based on the Detailed Transition Plan and the phasing for the transition.
2. Delegate to the Chief Executive, in consultation with the Leader of the Council, the decision to deal with any final detail matters arising from the Detailed Transition Plan.
3. Delegate authority to the Director of Governance and Development (Monitoring Officer), in liaison with the Leader, to update the constitution by making any consequential changes required as a result of Phase I of the Publica Transition.
4. Carry out a budget re-basing for the 2026/7 financial year so that the funding provided to Publica is proportionate to the services received.
5. Note that following the decision on Phase I, preparatory work for Phase 2 will commence and will be the subject of a separate report
6. Note the following as included in the Detailed Transition Plan;

Section 2: Transition Planning:

- *Note the Design-Led principles*
- *Note the Key Goals for Transition*

Section 7: Modelling Assumptions and Outputs:

- *Note the cost modelling for Phase I.*

Section 9: Post-Transition Support:

- *Note the need for post-transition support.*

16. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 265 - 266)**

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

17. **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 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.

18. Decision on future regeneration of The Old Station and Memorial Cottages, Cirencester (Pages 267 - 288)

Purpose

To consider the Asset Plans for these buildings produced as part of the Council's Asset Management Strategy and consider disposal of these buildings in line with those Asset Plans.

Recommendations

That Cabinet recommend to Council to:

1. Agree to dispose of the Old Station and Old Memorial Cottages as two separate assets, in line with the Asset Management Strategy adopted at Cabinet in May 2024 and the Asset Plans appended to this report.
2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer, in consultation with the Deputy Leader and Cabinet Member for Finance to approve the final terms of the sale including sale price.

19. Exempt Annex for Agenda Item 12 - Discretionary Rate Relief in excess of £10,000 (Pages 289 - 290)

20. Exempt Annex for Agenda Item 13 - On-Street Residential Charge Point Scheme Sites Decision (Pages 291 - 292)

21. Exempt Annex for Agenda Item 14 - Public Conveniences Contract (Pages 293 - 294)

(END)