



**COTSWOLD**  
DISTRICT COUNCIL

Friday, 12 July 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, 22 July 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.

# 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 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. 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.

**10. Publica Review- Detailed Transition Plan (Pages 11 - 66)**

Purpose

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

Recommendation

That the Overview and Scrutiny Committee:

- I. Agree any recommendations it wishes to submit to the Cabinet Meeting on 25 July

Invited

Joe Harris, Leader of the Council  
Robert Weaver, Chief Executive

**11. Channel Choice and Telephone Access Update (Pages 67 - 80)**

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 Overview and Scrutiny Committee resolves to:

- I. Agree any recommendations it wishes to submit to the Cabinet meeting on 25 July.

Invited

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

**12. Service Performance Report 2023-24 Quarter Four (Pages 81 - 152)**

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 25 July.

Invited

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

13. **2023-24 Final Revenue and Capital Outturn Report (Pages 153 - 194)**

Summary/Purpose

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

Recommendation

That the Overview and Scrutiny Committee resolves to:

- I. Review and note the outturn financial position set out in this report

Invited

Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance  
David Stanley, Deputy Chief Executive and Chief Finance Officer

14. **Overview and Scrutiny Annual Report (Pages 195 - 224)**

Purpose

To receive the annual report of the work of the Overview and Scrutiny Committee.

Recommendation

That Overview and Scrutiny committee:

- I. Recommend that the report be received by Full Council at the meeting on 31 July.

15. **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 – Cllr Angus Jenkinson  
Health Overview & Scrutiny Committee – Cllr Dilys Neill

16. **Work Plan and Forward Plan (Pages 225 - 244)**

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

(END)