

Public Document Pack



COTSWOLD
DISTRICT COUNCIL

Wednesday, 28 August 2024

Tel: 01285 623181

e-mail: democratic@cotswold.gov.uk

CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 5 September 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 - 24)**
To approve the minutes of the previous meeting of Cabinet on 25 July 2024.

The exempt minutes at item 16 can be taken as read unless Cabinet wishes to discuss the content (in private session).

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**
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. **National Planning Policy Framework Consultation and the implications for Cotswold District (Pages 25 - 30)**

Purpose

To advise Cabinet of the current NPPF consultation and agree proposals for submission of a consultation response on behalf of the Council.

Recommendations

That Cabinet resolves to:

1. Delegate the submission of the Council response to the Interim Forward Planning Lead in consultation with the Cabinet Member for Planning and Regulatory Services.

9. **Community Infrastructure Levy and Suitable Alternative Natural Greenspace Spending 2024 (Pages 31 - 48)**

Purpose

For Cabinet to review officer recommendations on external bids for funding from the Community Infrastructure Levy and Suitable Alternative Natural Greenspace (Cotswold Beechwoods SAC) funds held by the Council.

Recommendations

That Cabinet resolves to:

1. Agree to fund the following bids:
 - Bid 1 – Kemble to Steadings Greenway (Sustrans)
 - Bid 2 – Cirencester to Kemble Cycle Link (GCC)
 - Bid 3 – Bourton-on-the-Water Interchange Hub (GCC)
 - Bid 4 – Footpath in Moreton-in-Marsh (GCC)
 - Bid 5 – The Forum Interchange Hub (GCC)
 - Bid 7 – Sherborne Big Nature, Better Access (National Trust)
2. Note bid 6 – Moreton-in-Marsh Transport Hub / Interchange and Station Improvement Works (MiM TC/GWR) and encourage resubmission once the issues raised at paragraph 8.3 have been resolved.

10. **Infrastructure Funding Statement 2023/24 (Pages 49 - 80)**

Purpose

To notify Cabinet of the Infrastructure Funding which provides an overview of all Community Infrastructure Levy (CIL) and Section 106 monies collected, held and spent. As well as setting out the Council's recovery policy in regards to unpaid CIL debts.

Recommendations

That Cabinet resolves to:

1. Note publication of the Infrastructure Funding Statement
2. Agree to the CIL Recovery Policy.

11. **Service Performance Report 2024-25 Quarter One** (Pages 81 - 154)

Purpose

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

Recommendations

That Cabinet resolves to:

1. Note overall progress on the Council priorities and service performance for 2024-25 Q1.

12. **Financial Performance Report 2024-25 Quarter One** (Pages 155 - 184)

Purpose

This report sets of the initial budget monitoring position for the 2024/25 financial year.

Recommendations

That Cabinet resolves to:

1. Review and notes the financial position set out in this report.
2. Agree to the recommendation in paragraph 8.3 that Cabinet continue to review in-year opportunities with Publica and Ubico to mitigate the forecast financial position.

13. **Decision taken under Urgency Powers - Productivity Plan** (Pages 185 - 202)

Purpose

To report to Cabinet on a decision taken by the Chief Executive under urgency powers.

Recommendation

That Cabinet resolves to:

1. Note the decision taken as set out in Annex A.

14. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members** (Pages 203 - 204)

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

15. **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.

16. Exempt minutes from the meeting of Cabinet on 25 July 2024 (Pages 205 - 206)

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Minutes of a meeting of Cabinet held on Thursday, 25 July 2024

Members present:

Joe Harris - Leader

Claire Bloomer

Paul Hodgkinson

Juliet Layton

Mike McKeown

Lisa Spivey

Officers present:

Robert Weaver, Chief Executive

Angela Claridge, Director of Governance and
Development (Monitoring Officer)

Claire Locke, Interim Executive Director

Andrew Brown, Democratic Services Business
Manager

Caleb Harris, Senior Democratic Services
Officer

Alison Borrett, Senior Performance Analyst

Mandy Fathers, Business Manager for

Environmental, Welfare and Revenue Service

Gemma Moreing, Business Information Lead

Michelle Burge, Chief Accountant

Michelle Clifford, Business Manager for

Customer Experience and Resources

Maria Wheatley, Shared Parking Manager

Observers:

Councillors Nikki Ind and Patrick Coleman

1 Apologies

Apologies were received from Councillors Mike Evemy and Tony Dale.

2 Declarations of Interest

There were no declarations of interest from Members.

The Leader made a statement in respect of Item 15: the Publica Review - Detailed Transition Plan. The following points were made:

- The Publica Shareholder Councils had taken legal advice about whether officers employed by the Publica Group whose roles were in scope for the phase 1 transition to direct Council employment needed to declare an interest and/or leave the room.
- Whilst officers do not have an “interest” in public-law decision making unlike the decision-makers (i.e. Councillors), there was a need to avoid the appearance of bias.

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- Therefore, officers employed by the Publica Group who were in scope for the phase I transition, such as Democratic Services officers, would leave the room for the duration of the item.
- Any officers employed by the Publica Group who were acting as Deputy Statutory Officers or otherwise advising members in relation to the Publica Transition item were able to stay in the room. This was because, in the view of the Council's Monitoring Officer, the need for Members to receive answers to questions outweighed the risk of any appearance of bias.

3 Minutes

The minutes of the Cabinet meeting held on 9 May 2024 were considered as part of the document pack.

There were no amendments proposed to the minutes.

The resolution to accept the minutes was proposed by Councillor Joe Harris and Councillor Claire Bloomer seconded.

RESOLVED: That the minutes of the meeting of the Cabinet meeting held on 9 May 2024 be approved as a correct record.

Voting Record

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

Minutes of Cabinet on 9th May 2024 (Resolution)		
RESOLVED: That the minutes of the meeting of the Cabinet meeting held on 9 May 2024 be approved as a correct record.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Every and Tony Dale		

4 Leader's Announcements

The Leader made one announcement regarding the General Election and congratulated candidates for their participation in the election.

5 Public Questions

There were no public questions.

6 Member Questions

The Leader noted the Member Question from Councillor Dilys Neill to the Deputy Leader and Cabinet Member for Finance, Councillor Mike Evely regarding a council asset in Stow-on-the-Wold. The Leader notified the meeting that he would reply to Councillor Neill with a written response to the question.

The following written response was circulated to Councillor Dilys Neill by email:

Cabinet took a decision to transfer or close one of the two sets of toilets in Stow on the Wold. I have decided on advice from officers that we should maintain the facilities in the Mangersbury Road Car park and therefore transfer or close the toilets in the Market Square.

No decision has been taken on what will happen with the building in the Market Square if a lease or freehold sale is not agreed with the Town Council.

Officers are currently reviewing options and I will ensure they are aware of the requests you have made as we look at options. A decision on the future use or investment in the building will come back to Cabinet. Any decision to sell the building would need to be made by Full Council.

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

The purpose of this item was to consider any recommendations arising from the Overview and Scrutiny Committee and any issues arising from the Audit and Governance Committee.

The Leader asked the Senior Democratic Services Officer to read the recommendations proposed to Cabinet as set out in the supplementary papers.

The first recommendation considered was regarding the Channel Choice and Telephone Access Item:

- I. That the Cabinet ensures services are accessible to everyone, including those who cannot access services via digital channels and ensure the route for support is publicised.

The Leader stated that Cabinet would accept this recommendation as it wished to ensure that the Council did not discriminate against those residents who could not access online channels. The Business Manager for Customer Experience also reaffirmed that face-to-face channels remained open from 9am to 5pm, and that the expansion of digital channels would help staff prioritise vulnerable customers via the telephone services.

The Senior Democratic Services Officer then read out the recommendations regarding the Publica Review:

- I. That the Overview and Scrutiny Committee receives a report reviewing the implementation of Phase 1 before proposals for Phase 2 are brought forward for decision.

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2. That Cabinet provide more clarity on what success looks like, sounds like and feels like and what key actions will deliver the Council's objectives (service quality, greater control and cost reductions).

The Leader confirmed that the Cabinet would accept these recommendations.

The Senior Democratic Services Officer then read out the recommendations regarding the ecological emergency item considered by the Overview and Scrutiny Committee on 7 May 2024:

1. That Cabinet considers the necessity to increase resourcing for ecology, given our goal (green to the core), declared climate and ecological crisis and increased legal monitoring obligations.

The Leader confirmed that this would be accepted and that the Council was actively considering the need for increasing resources across Planning and Sustainability teams in order to meet obligations. It was also noted that the Publica Transition would form a key part of ensuring these goals were part of the future structure of the Council and budgets.

The Cabinet responses were proposed by Councillor Joe Harris and seconded by Councillor Lisa Spivey.

RESOLVED: That Cabinet APPROVE the responses to the recommendations from the Overview and Scrutiny Committee.

Voting Record

6 For, 0 Against, 0 Abstentions, 2 Absent/Did not vote

There were no issues arising from the Audit and Governance Committee.

Cabinet responses to recommendations from the Overview and Scrutiny Committee (Resolution)		
RESOLVED: That Cabinet APPROVE the responses to the recommendations from the Overview and Scrutiny Committee.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evely and Tony Dale		

8 Channel Choice and Telephone Access Update

The purpose of the report, in light of a continuous decline in customer demand, was to propose that the trial of reduced telephone access hours becomes a permanent arrangement following the data gathered.

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The Leader introduced this item on behalf of Councillor Dale who had provided apologies. The following points were discussed:

- The trial of reducing telephone access hours to 9am to 2pm had proven to be successful and therefore the recommendation was that these be made permanent.
- This change would continue to deliver good services whilst also reducing the cost to the Council in light of the financial pressures the Council faces. The adjustment to hours also comes as a result of a decline in demand for telephone access hours.
- There was a significant switch for key services such as paying for Green Waste Licences and paying Council Tax bills with a 350% increase in the use of digital channels.
- The trial also showed a reduction in waiting times and call abandonment rates with a continued high performance in customer satisfaction ratings.
- It was reaffirmed that no access channels would be taken away completely as a result of the decision.
- There was a significant financial saving of £125,000 per annum for the Council.

Councillor McKeown seconded and noted the transition to online services which was happening across other sectors and this would represent a better use of public money.

Cabinet noted that out-of-hours access services would remain open for those critical services that required them.

Councillor Joe Harris proposed the recommendations and Councillor Mike McKeown seconded the recommendations.

RESOLVED: That Cabinet

I. AGREED to adopt the reduced telephone access arrangements on a permanent basis.

Voting Record

6 For, 0 Against, 0 Abstentions, 2 Absent/Did not vote

Channel Choice and Telephone Access Update (Resolution)		
RESOLVED: That Cabinet I. AGREED to adopt the reduced telephone access arrangements on a permanent basis.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

Absent/Did not vote: Councillors Mike Evely and Tony Dale

9 Continuation of Crowdfund Cotswold

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The purpose of the report was to determine whether to continue with the Council's crowdfunding approach, Crowdfund Cotswold.

The Cabinet Member for Communities and Public Safety, Councillor Spivey, outlined the report to Members and made the following points:

- This was the Council's main platform for communities to raise money.
- Previously Councillors were allocated funds to distribute amongst communities which wasn't seen as an equitable way to distribute funds.
- Community engagement when raising the funds was important to ensure that communities had a say in which projects they wanted to support.
- There was a cost in running the SpaceHive platform but this provided the website, the platform and the SpaceHive team in providing support for proposers of projects.
- The Council had raised over £1 million for projects in the District from individuals with only a small use of Council funds which provided a strong evidence base.
- The Council had won a Local Government Chronicle award because of the scheme and West Oxfordshire District Council and Stroud District Council had followed this example with their own schemes.

Councillor Joe Harris in seconding noted that the scheme put communities at the forefront of these decisions and democratised the process. It was also noted that the individual donations varied in size but all contributed to supporting projects.

Cabinet thanked former Councillor and Cabinet Member Jenny Forde and the Communities Team for their work in developing the initial scheme.

It was noted that many of the schemes also supported the Council's corporate priorities.

The recommendations were proposed by Councillor Lisa Spivey and seconded by Councillor Joe Harris.

RESOLVED: That Cabinet:

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

Voting Record

6 For, 0 Against, 0 Abstentions, 2 Absent/Did not vote

Continuation of Crowdfund Cotswold (Resolution)		
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		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike	6

	McKeown and Lisa Spivey	
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evely and Tony Dale		

10 Service Performance Report 2023-24 Quarter Four

The purpose of the report was to provide an update on progress on the Council's priorities and service performance for 2023/24 Quarter 4.

The Leader asked the Chief Executive to outline the reports contents. The following points were made:

- On Climate Emergency, EV Charging points had been installed at Trinity Road and charging points in other car parks would be considered as part of Item 13 - On-Street Residential Charge Point Scheme - Sites Decision. South West Net Zero Grant funding had also been achieved to look a retrofitting ambitions to the next level.
- The Strategic Housing Manager Alan Hope had been appointed to look at delivering affordable housing for the District.
- It was reminded that reports now came with a current status update which enabled Cabinet to see progress on off-target indicators.
- The following points were made on service performance indicators:
 - Planning indicators were above target for the quarter which was welcomed.
 - Gym memberships were higher than expected but visits were slightly down compared to same time in the previous year.
 - Missed bins were lower than expected despite the changes from the round reorganisation, and the Chief Executive encouraged residents to report any missed bins online.
 - Percentage of Council Tax collected had fallen below 99% and that Council Tax Support processing for new claims was taking a day longer than expected (21 days against a target of 20). Housing Benefit change of circumstances was also taking a day longer (5 days against a target of 4).
 - Affordable Housing delivery was down against target due to utility collections delays.
- The benchmarking data had been broadened so that it looked at comparisons against other local councils as opposed to only looking to Publica partner councils.

Cabinet asked about customer dissatisfaction around email responses to residents. The Senior Performance Analyst noted that this was regarding individual service response times rather than response times from customer services specifically.

RESOLVED: Cabinet NOTED the report.

11 2023-24 Final Revenue and Capital Outturn Report

The purpose of the report was to set out the Council's financial outturn position for the 2023/24 financial year.

The Leader asked to the Chief Accountant and Deputy S.151 officer to introduce the report in the absence of the Deputy Leader and Cabinet Member for Finance, Councillor Evemy. The following points were made:

- This was the final report of the year and was tied in to the Budget and Medium Term Financial Strategy approved by members.
- The Council had planned to use £861,000 of its financial resilience reserves at its budget, but only £610,000 had been used which was a welcomed improvement.
- The improved position of Treasury Management Income supported this underspend of reserves from higher cash balances through higher interest rates with a £966,000 positive variance budget.
- There was an underspend in respect of ICT licences and cybersecurity costs.
- There was a saving on the capital programme as there was no additional external borrowing to fund the programme. There was also a slippage in the capital programme of £1.5 million which would be carried forward.
- There was an overspend of £113,000 on Elections and there would be an examination of those budgets to see where the variances had occurred.
- There was an increase of £56,000 in bad debt provision and £100,000 provision for legal services in case of challenge to the Local Plan Housing Requirement.
- There was a review of the reserves to ensure different areas were supported appropriately.
- The Council's financial resilience reserve was £2.499 million and the report recommended a commitment to fund redundancy costs from this reserve through the Publica Review up to £300,000.

Cabinet asked about the Treasury Management Income and interest rates. The Chief Accountant noted that there were lower projections for income as higher interest rates could not be relied upon. There would also be a transfer of £150,000 into the Treasury Management Reserve.

Cabinet also asked about the Elections overspend and how this would be managed. It was noted that this was due to the District elections from the 2023/24 financial year and likely to be from increased postage and staff costs. It was confirmed that a thorough examination of the budget was required to see where this overspend came from.

The Leader informed Cabinet of a revised recommendation wording for recommendation 2. The following revised wording was proposed:

Approve the carry forward of unspent capital budget included in Annex A and paragraph 6.21 of £1.513m into the 2024/25 Capital Programme.

The recommendations as amended were proposed by Councillor Joe Harris and seconded by Councillor Paul Hodgkinson.

RESOLVED: That Cabinet

1. NOTED the outturn financial position set out in this report;
2. APPROVED the carry forward of unspent capital budget included in Annex A and paragraph 6.21 of £1.513m into the 2024/25 Capital Programme;
3. APPROVED the transfers to and from reserves, as set out in Paragraphs 4.28 to 4.30 and Annex C;

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4. NOTED the changes to provisions as set out in paragraphs 4.33 and 4.34;
5. APPROVED 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 I of the transfer of services from Publica to the Council (up to £0.300m).

Voting Record

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

2023-24 Final Revenue and Capital Outturn Report (Resolution)		
RESOLVED: That Cabinet		
1. NOTED the outturn financial position set out in this report;		
2. APPROVED the carry forward of unspent capital budget included in Annex A and paragraph 6.21 of £1.513m into the 2024/25 Capital Programme;		
3. APPROVED the transfers to and from reserves, as set out in Paragraphs 4.28 to 4.30 and Annex C;		
4. NOTED the changes to provisions as set out in paragraphs 4.33 and 4.34;		
5. APPROVED 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 I of the transfer of services from Publica to the Council (up to £0.300m).		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evely and Tony Dale		

12 Discretionary Rate Relief in excess of £10,000

The purpose of the report was to consider an application for discretionary rate relief for the 2023/2024 Business Rates liability in respect of SLM Community Leisure Trust in excess of £10,000.

The Leader asked the report author, the Business Manager - Environmental, Welfare & Revenue Service, in the absence of the Deputy Leader and Cabinet Member for Finance Councillor Evely, to introduce the report.

The following points were made:

- The applicant was the previous leisure services provider for the Council.
- Cabinet had previously agreed that it needed to approve as a collective any Discretionary Relief in excess of £10,000 which would otherwise be delegated to the Deputy Leader and Cabinet Member for Finance.
- The financial period in question was a 4 month period for April 2023 until July 2023 where the total premise charge was £56,323. SLM received the 80% mandatory relief of £45,056 as a charity.
- The balance remaining was for £11,264 which was split between the UK Government picking up 50% of the cost and Gloucestershire County Council picking up 10% of the cost. The total charge to the Council would therefore be £4,505.60.

Cabinet asked to clarify that this was money the Council wouldn't receive rather than giving out to the applicant. This was confirmed as correct by the Business Manager - Environmental, Welfare & Revenue Service.

The recommendations were proposed by Councillor Joe Harris and seconded by Councillor Paul Hodgkinson.

RESOLVED: That Cabinet

- I. APPROVED the Discretionary Rate Relief application in respect of Cirencester Leisure Centre.

Voting Record

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

Discretionary Rate Relief in excess of £10,000 (Resolution)		
RESOLVED: That Cabinet		
I. APPROVED the Discretionary Rate Relief application in respect of Cirencester Leisure Centre.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evemy and Tony Dale		

13 On-Street Residential Charge Point Scheme - Sites Decision

The Leader asked the Cabinet Member for Climate and Sustainability Councillor McKeown to introduce the report and recommendations. The following points were made:

- The scheme was crucial to the Council's corporate ambitions to help address climate change through actions taken in the Cotswolds.

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- Transport was the largest source of emissions within the District and it was important that these emissions were reduced. Electric vehicle adoption was therefore a key part of helping to meet this aim.
- The grant scheme was designed to support residents who did not have off-street parking and were not able to charge their vehicle at home and to support the increase to the number of EVs through tourism.
- There had been challenges to the rollout due to the limitations within the grant criteria and the timescales for chargers to be operational by March 2025 that were imposed through the scheme.
- Scheduled Monument sites also featured within the car parks owned by the Council which required national approvals which would be challenging within the scheme.
- Also connecting chargers to the grid had proved to be much slower than hoped for due to capacity restrictions.
- Councillor McKeown thanked the officers involved for their hard work in helping to deliver the scheme.
- Delegations would be given to examine four further sites in Cirencester and Tetbury subject to meeting the requirements of the grant scheme.
- Tetbury was noted as a key priority for completion and the lack of public EV charging needed to be addressed beyond business case considerations in this area.
- The Cabinet Member had also written to the new ministers within the Department for Transport and Department for Energy and Net-Zero to highlight the issues faced utilising the scheme for all councils and to suggest measures to speed up EV installation.

Councillor Joe Harris seconded and made the following points:

- There was real frustration with the installation of electric vehicle charging at the Council Offices and other sites due to a range of factors from Government policy restrictions to false starts with suppliers.
- It was also noted that this was a real challenge in terms of delivery but that officers were committed to delivering the scheme.
- There was now a good level of charging facilities in Cirencester and Moreton but there was more work to do locally and nationally.

The Leader confirmed that Cabinet would be considering recommendations 2, 3 and 4 of the report and disregarding the option in recommendation 1.

Councillor Ind as an observer member was invited to comment. The following points were made:

- The challenge with Tetbury was that many of the car parks were not owned by the Council.
- The Old Railway car park was on a long lease to CDC and there would be a query as to why that wasn't included. It was noted that this could be another opportunity for the Council. The Leader responded that officers were looking at all sites but the proposals were currently the most deliverable.

Cabinet noted the need for the UK Government to work with councils to speed up the delivery of electric vehicle charging points and necessary infrastructure.

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The recommendations as amended were proposed by Councillor Mike McKeown and seconded by Councillor Paul Hodgkinson.

RESOLVED: That Cabinet

1. AGREED 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,
2. DELEGATED 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.
3. DELEGATED 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.

Voting Record

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

On-Street Residential Charge Point Scheme - Sites Decision (Resolution)		
RESOLVED: That Cabinet		
<ol style="list-style-type: none"> 1. AGREED 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, 2. DELEGATED 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. 3. DELEGATED 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. 		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evely and Tony Dale		

14 Approval to award the contract for cleaning and maintenance of public toilets

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25/July2024

The purpose of the report was to agree the contract award for cleaning and maintenance of public conveniences.

The Leader introduced the report in the absence of the Deputy Leader and Cabinet Member for Finance. The following points were made:

- The contract for cleaning and maintenance was vital to maintain hygiene standards with the Council's 15 public toilet sites across the District.
- The contract with Danfo Ltd was expiring on 30 September 2024 and a replacement contract needed to be agreed before then.
- A comprehensive procurement process through an open tender method which assessed quality of service and cost resulted in the recommendation for Danfo Ltd as the service provider for 4 years from 1 October 2024.
- The new contract would be assisted by economies of scale through the partnership with West Oxfordshire District Council.
- The contract would provide a good service for residents and stability for delivery of high cleaning standards.
- The contract value was more compared to the budgeted amount which would need to be adjusted through the revenue budget, through reviewing fees and charges or service standard reductions.

Councillor Spivey seconded and noted the good service provided Danfo Ltd in the previous years which the Council wished to maintain for residents and visitors to the District.

The recommendations were proposed by Councillor Joe Harris and seconded by Councillor Lisa Spivey.

RESOLVED: That Cabinet

- I. APPROVED 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.

Voting Record

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

Approval to award the contract for cleaning and maintenance of public toilets (Resolution)		
RESOLVED: That Cabinet		
I. APPROVED 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.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evemy and Tony Dale		

15 Publica Review - Detailed Transition Plan

The purpose of the report was to consider the Detailed Transition Plan, to note its content and to approve the recommendations therein.

Before Cabinet considered this item, officers affected by the Phase I Transition left the room.

The Leader introduced the report to Members, noting that this would be discussed at Full Council. The following points were made:

- The Council had set the direction to take back ownership of staffing from the Teckal company Publica Group Ltd which had managed staffing in the past four years.
- Publica Group had been set up in 2017 by Cheltenham Borough Council, Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council and aimed to create economies of scale through the sharing of resources and staffing.
- Whilst the financial savings had largely been achieved, the change of administrations within the councils had create a separation of corporate priorities.
- The Shareholder Councils had therefore taken the decision to move forward by bringing back staffing in-house to employee staff directly on better terms and provide the councils with greater autonomy to change the staffing base.
- The staff of the Council were the biggest asset to the Council and it was important to engage staff in the process.
- This was an opportunity to reset the values of the Council as an organisation.
- There was a need to avoid a two-tier staff base and the Council would need to consider the future of Publica as a company to provide services.
- There was a recognition of the higher short-term cost but this was about the future of the Council's services over the long-term.

The Chief Executive also addressed Cabinet around the contents of the report. The following points were made:

- The Chief Executive's desire was to derisk the program by working alongside colleagues in the Transition Programme Office, Finance colleagues and ICT colleagues to map out the challenges faced.
- There will be detailed TUPE discussions which staff before the transition.
- The cost would be approximately £330,000 which was largely due to the Local Government Pension Scheme which should help staff recruitment and retention.
- Staff engagement sessions had taken place to ensure staff were fully informed and consulted through briefings and email questions. The most recent briefing session across the Publica councils was attended by over 400 staff.
- It had not been possible to move all services at the same time hence the need for phasing of staff. The go-live date for Phase I was 1 November 2024.

The Leader thanked senior management in the Council working on the project for their hard work and reaffirmed that it was important this process was done correctly.

There were no questions or comments from other Cabinet Members.

The recommendations were proposed by Councillor Joe Harris and seconded by Councillor Lisa Spivey.

RESOLVED: That Cabinet recommended 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. DELEGATED AUTHORITY 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. DELEGATED 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. AGREED to 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. NOTED that following the decision on Phase I, preparatory work for Phase 2 will commence and will be the subject of a separate report
6. NOTED 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.

Voting Record

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

Publica Review - Detailed Transition Plan (Resolution)
That Cabinet resolves recommended 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.

For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0

Carried

Absent/Did not vote: Councillors Mike Evemy and Tony Dale

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

The purpose of this item was for Cabinet to note a decision taken by an individual Cabinet Member.

RESOLVED: Cabinet NOTED the Decision taken.

17 Matters exempt from publication

Before considering the exempt report at Agenda Item 18, the Leader proposed the following motion:

RESOLVED: That Cabinet exclude the public and press from the meeting 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 paragraph 3 of Schedule 12A of the Local Government Act 1972.

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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.

The motion to enter private session was seconded by Councillor Mike McKeown, put to the vote and passed by Cabinet.

Voting Record

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

For Cabinet to enter into private session (Motion)		
RESOLVED: That Cabinet exclude the public and press from the meeting 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 paragraph 3 of Schedule 12A of the Local Government Act 1972.		
Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		
Absent/Did not vote: Councillors Mike Evemy and Tony Dale		

18 Decision on future regeneration of The Old Station and Memorial Cottages, Cirencester

The purpose of the report was 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.

Cabinet then considered the report in private session.

RESOLVED: 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.

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

Decision on future regeneration of The Old Station and Memorial Cottages, Cirencester (Resolution)

That Cabinet recommended 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.

For	Claire Bloomer, Joe Harris, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

Absent/Did not vote: Councillors Mike Evemy and Tony Dale

19 Exempt Annex for Agenda Item 12 - Discretionary Rate Relief in excess of £10,000

Cabinet did not consider the exempt annex.

20 Exempt Annex for Agenda Item 13 - On-Street Residential Charge Point Scheme Sites Decision

Cabinet did not consider the exempt annex.

21 Exempt Annex for Agenda Item 14 - Public Conveniences Contract

Cabinet did not consider the exempt annex.

The Meeting commenced at 6.05 pm and closed at 7.15 pm

Chair

(END)

Agenda Item 8



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 SEPTEMBER 2024
Subject	NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION AND THE IMPLICATIONS FOR COTSWOLD DISTRICT
Wards affected	All
Accountable member	Councillor Juliet Layton Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Jon Dearing – Interim Executive Director Email: democratic@cotswold.gov.uk
Report author	Matthew Britton – Interim Forward Planning Lead Email: matthew.britton@cotswold.gov.uk
Summary/Purpose	To advise Cabinet of the current NPPF consultation and agree proposals for submission of a consultation response on behalf of the Council.
Annexes	None
Recommendation(s)	That Cabinet resolves to: I. Delegate the submission of the Council response to the Interim Forward Planning Lead in consultation with the Cabinet Member for Planning and Regulatory Services.
Corporate priorities	<ul style="list-style-type: none"> • Responding to the Climate Emergency • Delivering Housing • Supporting Communities • Supporting the Economy
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Strategic Housing Manager, Local Management Team



1. BACKGROUND

- 1.1** The Government is consulting on a series of proposed changes to national planning policy. This includes specific changes to the National Planning Policy Framework (NPPF) and broader reforms relating to planning fees, local plan intervention and the thresholds used for determining applications under the Nationally Significant Infrastructure Project (NSIP) regime.
- 1.2** The consultation runs from 30 July – 24 September 2024 and the Government has indicated that a new version of the NPPF will be published later in 2024.
- 1.3** The purpose of this report is to provide an overview of the proposed changes highlighting, where possible, any implications for Cotswold District.
- 1.4** Since 2020, Cotswold District Council has been preparing a Partial Local Plan Update, primarily to make the adopted Cotswold District Local Plan (2011-31) 'green to the core'. This has already undergone two Regulation 18 consultations, the last being between February and April 2024.
- 1.5** In January 2024, the Council also began a Local Plan Development Strategy and Site Allocations Plan (2026-41). This will set new requirements for different types of development, green space, and supporting infrastructure, amongst other things. It will also set out how and where these requirements will be delivered. This Local Plan underwent its first Regulation 18 consultation between February and April 2024.

2. MAIN POINTS

- 2.1** The following provides a summary of the national planning policy consultation proposals. It does not provide an exhaustive list of every proposal and instead focusses on the issues that are most important to Cotswold District.
- 2.2** In summary, the consultation proposals have the following significant implications for the district:
 - i.** Councils at the Regulation 18 stage of their Local Plan (such as Cotswold) will have to prepare their plans against the revised NPPF and progress as quickly as possible.
 - ii.** The requirement for social rented housing from new developments would be increased, and First Homes would be removed as an affordable housing tenure. The consultation also seeks views on the most appropriate way to promote high percentage social rent / affordable housing developments. Delivering more affordable housing, particularly social rented housing, is a Council priority and these changes are welcomed.
 - iii.** The consultation proposals include various changes to national Green Belt policies, including introducing the concept of 'grey belt' land within the green belt. Cotswold



District has a relatively small amount (around 100 hectares) of Green Belt land, so is largely unaffected.

- iv. The number of homes the Government calculates to be needed in the district would increase from 504 to 979 homes a year (equating to 14,685 homes over the Council's new Local Plan period between 2026 and 2041). This is due to the Government proposing to introduce a new 'standard methodology' for calculating housing need – a centrally determined, two-step calculation of the number of homes needed in each local planning authority area.
- v. The housing need figure would become a mandatory starting point for determining the Local Plan housing requirement. The Council would no longer be able to use an alternative 'housing need' methodology even where there appear to be exceptional circumstances for doing so. It is anticipated that many rural local authorities will have higher housing requirements as a result.
- vi. The Council would, however, be able to justify a lower housing requirement in its adopted Local Plan based on hard constraints that restrict land and delivery, such as the Cotswolds National Landscape, protected habitats and flood risk areas. To do so, the Council would need to demonstrate it has taken all possible steps and exhausted all options before a lower housing requirement could be justified – for example, optimising density and sharing the housing need with neighbouring authorities.
- vii. The Council would no longer be able to count past over-delivery of housing in the adopted Local Plan period against its future housing requirement.
- viii. The requirement for a 5% buffer on the 5 year housing land requirement would be re-introduced. The requirement for a 20% buffer on the 5 year housing land requirement would also be retained where there has been "significant under delivery" of housing¹.
- ix. No transitional arrangements are proposed to enable Local Planning Authorities to plan for the revised housing need calculations or adjust to the reintroduction of the 5% buffer on the 5 year housing land requirement. It is anticipated that some local authorities will be unable to demonstrate a 5 year housing land supply as a result, although the Government says, "This is necessary to ensure that we urgently address the issue of chronic undersupply of land that has underpinned the housing crisis and support our drive to deliver 1.5 million new homes over the next five years."
- x. There would be a change to the 'presumption in favour of sustainable development', which applies when councils do not have a 5 year housing land supply or where housing delivery is below 75% of the requirement over the previous 3 years. The change clarifies what policies are 'most important' in the assessment of housing schemes,

¹ Defined as being where the number of homes delivered in a local planning authority area falls below 85% of the housing requirement / housing need figure (whichever is applicable) over the previous three-year period.



which will be the development plan policies “for the supply of land”. A new footnote explains further that these are policies “which set an overall requirement and / or make allocations and allowances for windfall sites for the area and type of development concerned.” Explicit reference would also be added to the need to consider policies “for the location and design of development” and “for securing affordable homes”, when the presumption is engaged.

- xi. It is proposed to strengthen expectations that plans should promote an uplift in density in urban areas.
- xii. Brownfield (previously developed) land “within settlements” would become “acceptable in principle” for homes and other development needs. No definition of ‘a settlement’ is provided for the application of this policy, which could enable developments in inaccessible locations. The Government also asks whether agricultural hardstanding and glasshouses should be classified as ‘brownfield land’.
- xiii. Local planning authorities and county councils will continue to be under a duty to co-operate with each other and new mechanisms would be introduced to strengthen cross-boundary strategic planning. Once matters for collaboration have been identified, authorities would need to make sure that their plan policies are consistent with those of other bodies where a strategic relationship exists on these matters, and with the relevant investment plans of infrastructure providers, unless there is clear justification to the contrary.
- xiv. There is increased support for onshore renewable energy schemes and the updated NPPF would direct decision-makers to give “significant weight” to the benefits associated with renewable and low carbon energy generation, and proposals contributing to meeting a net zero future.
- xv. The Government proposes to clarify that “significant weight” should be placed on the importance of facilitating new, expanded or upgraded public service infrastructure when considering development proposals. This is a particular issue in Cotswold District, for example, in locations wastewater treatment / recycling infrastructure require upgrading.
- xvi. The Government has confirmed it will not implement the Infrastructure Levy as introduced in the Levelling-Up and Regeneration Act 2023.
- xvii. Rather than district-wide design coding, the Government proposes to focus on the preparation of localised design codes, masterplans and guides “for areas of most change and most potential”.
- xviii. The consultation proposals do not include the National Development Management Policies (NDMPs), which are set to take precedence over local and neighbourhood plans where they conflict with national policy. However, the Government says it plans



to implement the new plan-making system as set out in the Levelling Up and Regeneration Act from summer or autumn 2025, which does include NDMPs.

3. CONSULTATION RESPONSE

- 3.1 A NPPF consultation response will be prepared and submitted on behalf of the Council by officers working closely with the Cabinet Member for Planning and Regulatory Services.
- 3.2 An accompanying letter will be prepared and submitted to the MHCLG / Government, outlining the Council's support for consultation proposals, as well as any key concerns the Council may have.
- 3.3 Officers will reflect on the key risks for the Local Plan Update and decision making on planning applications, and how these can be mitigated / resolved. Any suggested changes in the Council's Local Development Scheme would be brought to Cabinet for approval.

4. ALTERNATIVE OPTIONS

- 4.1 Cabinet may choose not to respond to the consultation. However this is not recommended given the implications for the Council outlined in paragraph 2.2.

5. FINANCIAL IMPLICATIONS

- 5.1 Whilst the consultation response does not have any direct financial implications for the Council it is likely that additional work may be required to amend the Local Plan. The financial impact of such changes will be brought forward for consideration once the impact has been established.

6. LEGAL IMPLICATIONS

- 6.1 The main legal implications concern the impact of the consultation proposals may have on the timetable for implementation of the new Local Plan and this is, as yet, unclear.

7. RISK ASSESSMENT

- 7.1 The national planning policy consultation proposals have significant risks to the district, as set out in section 2. For example, if brought into force, they could have a bearing on the timescales / production of the council's Local Plan; the amount of housing development required in the district; and the Council's ability to deliver plan-led development with the benefit of local democracy.

8. EQUALITIES IMPACT

- 8.1 Not applicable.



9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 Delivering a Local Plan that is green to the core is a corporate priority in the Council's efforts to tackle the climate change and ecological emergencies and the consultation proposals may impact this.

10. BACKGROUND PAPERS

- [Proposed reforms to the National Planning Policy Framework and other changes to the planning system \(MHCLG, 30 July 2024\)](#)
- [National Planning Policy Framework: draft text for consultation \(MHCLG, 30 July 2024\)](#)
- [Outcome of the proposed revised method \(MHCLG, 30 July 2024\)](#)

(END)

Agenda Item 9



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 SEPTEMBER 2024
Subject	COMMUNITY INFRASTRUCTURE LEVY AND SUITABLE ALTERNATIVE NATURAL GREENSPACE SPENDING 2024
Wards affected	All
Accountable member	Councillor Juliet Layton, Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Jon Dearing, Interim Executive Director Email: democratic@cotswold.gov.uk
Report author	Jasper Lamoon – Infrastructure Delivery Lead Email: jasper.lamoon@cotswold.gov.uk
Summary/Purpose	For Cabinet to review officer recommendations on external bids for funding from the Community Infrastructure Levy and Suitable Alternative Natural Greenspace (Cotswold Beechwoods SAC) funds held by the Council.
Annexes	Annex A – Scoring Matrix
Recommendation(s)	That Cabinet resolves to: <ul style="list-style-type: none"> 1. Agree to fund the following bids: <ul style="list-style-type: none"> • Bid 1 – Kemble to Steadings Greenway (Sustrans) • Bid 2 – Cirencester to Kemble Cycle Link (GCC) • Bid 3 – Bourton-on-the-Water Interchange Hub (GCC) • Bid 4 – Footpath in Moreton-in-Marsh (GCC) • Bid 5 – The Forum Interchange Hub (GCC) • Bid 7 – Sherborne Big Nature, Better Access (National Trust) 2. Note bid 6 – Moreton-in-Marsh Transport Hub / Interchange and Station Improvement Works (MiM TC/GWR) and encourage resubmission once the issues raised at paragraph 8.3 have been resolved.
Corporate priorities	<ul style="list-style-type: none"> • Responding to the Climate Emergency



	<ul style="list-style-type: none">Supporting Communities
Key Decision	YES
Exempt	NO
Consultees	None



1. EXECUTIVE SUMMARY

- 1.1 From March to May 2024, the Council invited bids from infrastructure providers and other relevant partners to access available Community Infrastructure Levy (CIL) and Suitable Alternative Natural Greenspace (SANG) (Cotswold Beechwoods Special Area of Conservation) funds.
- 1.2 The Council received seven bids for CIL monies:
- Bid 1 – Kemble to Steadings Greenway from Sustrans
 - Bid 2 – Cirencester to Kemble Cycle Link – Cirencester End from Gloucestershire County Council
 - Bid 3 – Bourton-on-the-Water Interchange Hub from Gloucestershire County Council
 - Bid 4 – Footpath in Moreton-in-Marsh from Gloucestershire County Council
 - Bid 5 – The Forum Interchange Hub from Gloucestershire County Council
 - Bid 6 – Moreton-in-Marsh Transport Hub/Interchange and Station Improvement Works from Moreton-in-Marsh Town Council/Great Western Railways (joint)
- 1.3 The Council also received one bid for the SANG fund: Accessibility improvements at Sherborne Park from the National Trust (bid 7).
- 1.4 All the bids received would create projects that the Council supports. The officers' panel recommends that the Council funds bids 1, 2, 3, 4, 5 and 7 as they all scored the minimum of 70/100 or above and enough funds are available.
- 1.5 In regards to bid 6, although the Council is supportive of a 'Transport Hub/Interchange and Station Improvement Works' in Moreton-in-Marsh, full engagement with the Council's development management team is required before such a bid could be funded.

2. BACKGROUND

- 2.1 From March to May 2024, the Council invited bids from Infrastructure Providers and other relevant partners to access available Community Infrastructure Levy (CIL) and Suitable Alternative Natural Greenspace (SANG) (Cotswold Beechwoods SAC) funds.
- 2.2 The available CIL funds are known as 'Strategic CIL' which is the remainder of collected CIL after the deduction of the admin portion (5%) and the 'Neighbourhood CIL' (15% or 25%). At the end of the 2023/24 financial year, the 'Strategic CIL' held by the Council was £3.3 million. The Council has split the 'Strategic CIL' into two funding pots:
- 2.2.1 A *CIL Strategic Infrastructure Fund* aimed at delivering essential and critical infrastructure identified in Cotswold District Council's adopted Local Plan (90% of the 'Strategic CIL' available).



- 2.2.2 A *CIL Climate and Ecological Emergencies Infrastructure Fund* to help deliver actions related to the Council's Climate and Ecological Emergencies (10% of the 'Strategic CIL' available).
- 2.3 The CDC Cotswold Beechwoods Special Area of Conservation (SAC) Suitable Alternative Natural Greenspace Fund is funded from financial contributions from planning applicants. These contributions are provided in order to deliver the Cotswold Beechwoods SAC Recreation Mitigation Strategy, ensuring that new development does not lead to increased recreational impacts on this internationally important wildlife site. The Fund is aimed at delivering mitigation that will encourage potential users of the SAC to visit other sites and not the SAC itself. Not only will this help prevent impacts on the SAC but should also benefit biodiversity and local communities by creating new and improving existing greenspaces that will be accessible to all.
- 2.4 The Council received seven bids in total:
- Three bids from Gloucestershire County Council, one bid from Sustrans and one joint bid from Moreton-in-Marsh Town Council/Great Western Railway to access funds from the *CIL Strategic Infrastructure Fund*.
 - One bid from Gloucestershire County Council to access funds from the *CIL Climate and Ecological Emergencies Infrastructure Fund* and;
 - One bid from the National Trust to access funds from the *CDC Cotswold Beechwoods Special Area of Conservation (SAC) Suitable Alternative Natural Greenspace Fund*.
- 2.5 The bids were assessed by an Officers' panel consisting of Sophia Price (Heritage and Design Manager), Matthew Britton (Forward Planning manager), Adrian Harding (Head of Planning Services), Charlie Jackson (Assistant Director- Planning and Sustainability), David Stanley (Deputy Chief Executive), Alan Hope (Strategic Housing Manager) and Jasper Lamoon (Infrastructure Delivery Lead).
- 2.6 A scoring matrix was used to assess the bids, this matrix had been made public in advance for transparency. A completed matrix showing the scoring for each bid can be found in Annex A.
3. **Bid 1 – Kemble to Steadings Greenway (Sustrans)**
- 3.1 A bid was received from Sustrans for £180,301 from the *CIL Strategic Infrastructure Fund*. These funds will be used to produce deliverable outline designs for the greenway from Kemble train station to the proposed Steadings development to the south of Cirencester.
- 3.2 This bid is linked to the second bid from GCC which provides the link between Steadings and Cirencester town centre.
- 3.3 Re-using the former railway line between Kemble and Cirencester for cycling is listed as an essential project in the current Local Plan and the project is listed in the Infrastructure Funding Statement as something the Council expect to put CIL funds towards. The current



proposal would not yet deliver the cycle path, but it is a necessary step towards the delivery.

3.4 To fund concept designs through CIL, officers have to be satisfied that the current project would lead to a project that would deliver physical infrastructure. Although this is not guaranteed, officer deemed the information provided to be sufficient evidence that this is indeed likely.

3.5 The bid scored a total of 70/100 and for this reason, officers recommend funding the bid.

4. Bid 2 – Cirencester to Kemble Cycle Link – Cirencester End (GCC)

4.1 A bid was received from Gloucestershire County Council for £100,000 from the CIL Strategic Infrastructure Fund. These funds will be used to produce 'Developed Concept Design work' for the Cirencester end of the Cirencester to Kemble Cycle Link.

4.2 This bid is linked to the first bid from Sustrans which provides the link between Kemble and the Steadings.

4.3 Re-using the former railway line between Kemble and Cirencester for cycling is listed as an essential project in the current Local Plan and the project is listed in the Infrastructure Funding Statement as something the Council expect to put CIL funds towards. The current proposal would not yet deliver the cycle path, but it is a necessary step towards the delivery.

4.4 To fund concept designs through CIL, officers have to be satisfied that the current project would lead to a project that would deliver physical infrastructure. Although this is not guaranteed, officer deemed the information provided to be sufficient evidence that this is indeed likely.

4.5 Officers did raise concerns with the amount requested as this is a round figure with no further breakdown provided. To fund the project, the Council would expect to receive either a fully costed breakdown of the project, or otherwise invoices that evidence relevant expenditure.

4.6 The bid scored a total of 70/100. However, given the concern raised above, officers recommend conditional approval of the bid, subject to above issue being resolved.

5. Bid 3 – Bourton-on-the-Water Interchange Hub (GCC)

5.1 A bid was received from GCC for £137,700. Although the form was completed as requesting funds from the *CIL Strategic Infrastructure Fund*, pre-submission discussion had identified this project as being best suited to the *CIL Climate and Ecological Emergencies Infrastructure Fund* and the bid has been assessed as such. These funds would be used to upgrade the current arrangement of three bus stops in the centre of Bourton-on-the-Water.

5.2 The bid was originally for four bus shelters; this was revised to three as one of the proposed shelters was not deliverable.



- 5.3 Bourton-on-the-Water Parish Council is supportive of two of the proposed upgrades as they serve the main bus route from the village. However, they object to the third proposed stop (opposite the War Memorial) as they feel it is not suitable to place a modern bus shelter, which serves more local bus routes, in the historic centre of the village,
- 5.4 As these bus shelters will be located on Highways land, they fall under permitted development and do not require planning permission. The objection from the parish council was raised with GCC, but they did not feel it was appropriate to remove the proposed shelter from the bid on these grounds.
- 5.5 The project delivers infrastructure that would support the sustainable development of Bourton-on-the-Water. It will be 50% match funded by GCC.
- 5.6 The bid scored a total of 85/100 and for this reason, officers recommend funding the bid.
6. **Bid 4 – Footpath in Moreton-in-Marsh (GCC)**
- 6.1 A bid was received from GCC for £146,030.17 from the *CIL Strategic Infrastructure Fund*. These funds would be used to extend the new footpath on the eastern verge of the A429 south of Moreton-in-Marsh as well as creating a pedestrian crossing at the garden centre. This would create a pedestrian link from the garden centre to Moreton-in-Marsh town centre.
- 6.2 GCC currently holds £25,000 in S106 funds collected in 2020. However, the project had stalled since then as these funds are not sufficient to deliver the footpath. CDC officers therefore suggested this to GCC as a possible project that could benefit from CIL funds.
- 6.3 The CIL bid was originally for a footpath on the western verge of the A429 (at a cost of £328,648). However, there were several ownership issues with the proposed path as well as opposition from the Environment Agency regarding the existing culvert which would need to be piped.
- 6.4 The bid scored a total of 85/100 and for this reason, officers recommend funding the bid.
7. **Bid 5 – The Forum Interchange Hub (GCC)**
- 7.1 A bid was received from GCC for £66,300 from the *CIL Strategic Infrastructure Fund*. These funds would be used to upgrade the current bus stop facilities at the Forum in Cirencester.
- 7.2 The works would involve *'replacing the two existing bus stops (one new and one old) on the western side of South Way with an 8-bay bus shelter to accommodate the high number of services and demand in this area. 2 real time departure information displays will be installed in the 8-bay shelter and 1 real time departure information displays will be installed in the existing Eastern side of South Way. The street lighting will be replaced along South Way with the latest design to both conserve power and improve the spread of light to pedestrians and road users.'*
- 7.3 The project can be linked to the Cirencester Masterplan and can therefore be considered as essential to the current local plan. It will be 50% match funded by GCC.
- 7.4 The bid scored a total of 75/100 and for this reason, officers recommend funding the bid.



8. Bid 6 – Moreton-in-Marsh Transport Hub/Interchange and Station Improvement Works (MiM TC/GWR)

- 8.1** A joint bid was received from Moreton-in-Marsh Town Council and Great Western Railway for £2,216,000 from the *CIL Strategic Infrastructure Fund*. These funds would be used to enhance station facilities at Moreton-in-Marsh station to create a new transport hub/interchange.
- 8.2** The core elements of the project include enhanced car parking, a new public transport hub/interchange, a refreshed ‘gateway’ to the town and improved station capacity at the entrance.
- 8.3** Although officers are supportive of the overall proposal, there are three issues with the current bid:
- 8.3.1** Although the importance of the railway station is mentioned in the Local Plan, the need for improvements were not identified in the current Local Plan or Infrastructure Delivery Plan (IDP). Spending a large proportion of the available CIL funds on this project would therefore not be supported by the Council’s current policies. The Council has appointed Prior and Partners to update the IDP in light of it’s green to the core agenda. This work is expected to be completed by Spring 2025 and could include the railway station and interchange hub. This in turn would greatly increase the score this bid would receive.
- 8.3.2** There has been no engagement with the planning department regarding all elements of this project prior to the submission of this bid. It would not be appropriate for the Council to make a spending decision on something that it has not yet granted planning permission for (or pre-application advice at a minimum). Council officers would be happy to engage with the bidding organisations to help progress the project.
- 8.3.3** Part of the project regards the creation of additional/enhanced car parking spaces. This would likely be a profit-making element for the developer and therefore it is not appropriate to use public funding for this element.
- 8.4** Without planning permission in place, the project can currently not be considered deliverable and scored 45/100. Officers therefore recommend that the Council shows support for the project and recommends the bidder to submit a revised bid in future years once the necessary permissions are in place.

9. Bid 7 – Sherborne Big Nature, Better Access (National Trust)

- 9.1** A bid was received from the National Trust for £30,000 from the CDC Cotswold Beechwoods Special Area of Conservation (SAC) Suitable Alternative Natural Greenspace Fund.
- 9.2** The funding would be used to improve accessibility across the Sherborne Estate as part of the National Trust’s Sherborne Big Nature Better Access project. The proposed works include improving footpaths, provision of benches and the installation of new interpretation. This should attract more visitors, drawing potential visitors away from the Cotswold Beechwoods.
- 9.3** Officers recommend funding the bid.



10. CONCLUSIONS

10.1 All the bids received would create projects that the Council supports. The officers' panel recommends that the Council funds the following bids as they all scored the minimum of 70/100 or above and enough funds are available:

- Bid 1 – Kemble to Steadings Greenway (Sustrans)
- Bid 2 – Cirencester to Kemble Cycle Link – Cirencester End (GCC)
- Bid 3 – Bourton-on-the-Water Interchange Hub (GCC)
- Bid 4 – Footpath in Moreton-in-Marsh (GCC)
- Bid 5 – The Forum Interchange Hub (GCC)
- Bid 7 – Sherborne Big Nature, Better Access (National Trust)

10.2 In regards to bid 6, although the Council is supportive of a 'Transport Hub/Interchange and Station Improvement Works' in Moreton-in-Marsh, full engagement with the Council's development management team is required before such a bid could be funded.

10.3 The total amount of funding proposed is £630,331 in regards to CIL and £30,000 in regards to SANG.

10.4 Officers will continue to work with potential partners to develop further SANG projects.

11. FINANCIAL IMPLICATIONS

11.1 There are no direct financial implications on the Council's base revenue budget as a result of this report.

11.2 Funding is held by the Council from the Community Infrastructure Levy (CIL) for the purpose of capital infrastructure works and will be used in conjunction with major infrastructure providers and any proposed scheme as those detailed in this report. The report proposes to allocate £630,331 in CIL funds.

11.3 Funding is held by the Council from financial mitigation contributions received under the habitats regulations assessment legislation. The funding will be used for the purpose(s) made in point 2.3 of this report. The report proposes to allocate £30,000 in SANG funds.

12. LEGAL IMPLICATIONS

12.1 None other than those identified elsewhere in this report.

13. RISK ASSESSMENT

13.1 The recommendations seek to remove the risk of legal challenge by ensuring that funds are only spent on projects compliant with CIL Regulations.

13.2 If no suitable SANG projects come forward (or the Council does not agree to support suitable projects from the Fund) the Council will not be able to show that potential recreational impacts on the SAC are being mitigated and therefore, under the relevant legislation, planning applications may have to be refused.



COTSWOLD
DISTRICT COUNCIL

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2024 CIL Bids

	Organisation	Project	Total Cost	CIL requested
1	Sustrans	Kemble to Cirencester Greenway: Kemble to Steadings section – design and development.	180,301	180,301
2	GCC	Cirencester to Kemble Cycle Link – Cirencester End	100,000	100,000
3	GCC	Bourton-on-the-Water Interchange Hub	371,400	185,700
4	GCC	Footpath in Moreton-in-Marsh	171,030	146,040
5	GCC	The Forum Interchange Hub	132,600	66,300
6	MiM TC/GWR	Moreton-in-Marsh Transport Hub/Interchange and Station Improvement Works	2,216,000	2,216,000
				2,894,341

Kemble to Cirencester Greenway: Kemble to Steadings section – design and development (Sustrans - £180,301)

Criteria	Score
<p>Is the project identified in policies SA1, SA2 or SA3 of the adopted Cotswold District Local Plan (Chapter 7) as an essential or critical project? <i>Provide information on which project it would help deliver (please include policy reference number). If your project is not identified as essential or critical in the Local Plan, please explain why it was not identified as such when the plan was made.</i></p> <p>Comments: Yes, it listed as an infrastructure requirement under SA1 and categorised as an essential project in the IDP. Given it supports the Steadings Strategic Site which is still being developed and is a sustainable transport project, it will almost certainly be retained in the new IDP. Not given full marks as critical projects have priority over essential projects.</p>	15/20
<p>Is the project identified on the Council’s Infrastructure List (in the Infrastructure Funding Statement) as a CIL spending priority? <i>Provide information on which project it would help deliver. If your project is not on the Infrastructure List please explain why you think it should be prioritised over projects on the list.</i></p> <p>Comments: Yes, the project is listed in in Infrastructure List.</p>	20/20
<p>Is the project deliverable and what is the delivery timeframe? Have you considered alternative options to deliver the outcome of your project? <i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. For large projects, the Council may allocate CIL funds to your project even though not enough funds are available yet.</i></p> <p>Comments: Sustrans has plenty of experience in designing greenways along disused railways as well as designing for rural crossings and quiet lane design. The timeline provided seems sound. The applicant provided a list of potential funding sources for the delivery of the greenway and seems confident that they will be able to deliver the project as a whole, although this remains an uncertainty.</p>	20/30
<p>Have you secured match funding to increase potential outputs from the project? <i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p>Comments: No match funding although Sustrans have invested £24,000 in a Feasibility Study, which generally cannot be funded through CIL.</p>	10/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score. <i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: 'Concept Design' can only be funded through CIL if there is a clear future project plan. This seems to be missing although detailed info on proposed works is given and they have provided a list of funding sources for the rest of the project. It therefore seems likely that the project will meet the legal requirements, but we cannot be certain of this.</p>	5/10
Total 70/100	

Linked to bid 2 and the overall delivery of the project requires both pieces of work to be completed.

Recommend approval.

Cirencester to Kemble Cycle Link – Cirencester End (GCC - £100,000)

Criteria	Score
<p>Is the project identified in policies SA1, SA2 or SA3 of the adopted Cotswold District Local Plan (Chapter 7) as an essential or critical project? <i>Provide information on which project it would help deliver (please include policy reference number). If your project is not identified as essential or critical in the Local Plan, please explain why it was not identified as such when the plan was made.</i></p> <p>Comments: Yes, it listed as an infrastructure requirement under SA1 and categorised as an essential project in the IDP. Given it supports the Steadings Strategic Site which is still being developed and is a sustainable transport project, it will almost certainly be retained in the new IDP. Not given full marks as critical projects have priority over essential projects.</p>	15/20
<p>Is the project identified on the Council's Infrastructure List (in the Infrastructure Funding Statement) as a CIL spending priority? <i>Provide information on which project it would help deliver. If your project is not on the Infrastructure List please explain why you think it should be prioritised over projects on the list.</i></p> <p>Comments: Yes, it listed as an infrastructure requirement under SA1 and categorised as an essential project in the IDP. Given it supports the Steadings Strategic Site which is still being developed and is a sustainable transport project, it will almost certainly be retained in the new IDP. Not given full marks as critical projects have priority over essential projects.</p>	20/20
<p>Is the project deliverable and what is the delivery timeframe? Have you considered alternative options to deliver the outcome of your project? <i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. For large projects, the Council may allocate CIL funds to your project even though not enough funds are available yet.</i></p> <p>Comments: GCC in combination with their contractor Atkins have plenty of experience with designing walking and cycling infrastructure in the centre of towns. The timeline provided seems sound. Although claims this is their top priority in regards to cycleways in the whole county, it remains unclear how the rest of the path will be funded.</p>	20/30
<p>Have you secured match funding to increase potential outputs from the project? <i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p>Comments: No match funding although GCC have invested £28,000 in a Feasibility Study, which generally cannot be funded through CIL.</p>	10/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score. <i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: 'Developed Concept Design' can only be funded through CIL if there is a clear future project plan. This seems to be missing although detailed info on proposed works is given. The project is also considered to be a top priority for delivery by GCC. It therefore seems likely that the project will meet the legal requirements, but we cannot be certain of this.</p>	5/10
Total	
70/100	

Linked to bid I and the overall delivery of the project requires both pieces of work to be completed.

Some concerns raised about the requested amount. To receive the funds, a more detailed spending plan is required (or alternatively invoices etc. required)

Recommend conditional approval.

Bourton-on-the-Water Interchange Hub (GCC - £137,700)

Criteria	Score
<p>Provide information on how the project would meet all or some of the actions in the following strategies</p> <p>a. Climate Emergency Strategy 2020 to 2030 (climate change related projects)</p> <p>b. Ecological Emergency Action Plan (ecology related projects)</p> <p>c. Any adopted or emerging local nature recovery strategy such as the Gloucestershire Nature Recovery Network (ecology related projects)</p> <p>Comments: Would improve health and air quality, and introduce new ways for Cotswold residents to access services as per the CE Strategy. Although no full marks as it improves on services already there.</p>	25/30
<p>Lead bid partner must have a robust constitution; been in existence for at least 6 months prior to the application; have a good track record of delivering relevant projects.</p> <p><i>Please provide evidence of the above, including a copy of the constitution and examples of previous successful projects.</i></p> <p>Comments: GCC is a well known infrastructure provider with plenty of experience in regards to a project like this.</p>	10/10
<p>Is the project deliverable and what is the timeframe?</p> <p><i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. Explain why alternative options cannot be used to deliver the project?</i></p> <p>Comments: The expected delivery timeframe is up to 12 months, primarily due to the lead times for the supply of bus shelters. The first two months will be for governance and detailed design work. GCC has plenty of experience in delivering such projects and the project and timeframe would be deliverable. The bid was originally for four stops, but one of them was on Parish Council land who opposed this stop and it was consequently removed from the bid by GCC. Please note that the Parish Council is supportive of two of the remaining shelters, but opposes the proposed stop on the other side of the War Memorial on Heritage Grounds. As this is Highways land, the bus stop falls under permitted development rights and CDC is therefore not able to object on these grounds</p>	20/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score.</p> <p><i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: Delivers infrastructure that would support the sustainable development of Bourton-on-the-Water.</p>	10/10
<p>Desirable Criteria</p> <p><i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p><i>For ecology related projects located within the Cotswold Water Park or Cotswolds National Landscape: Provide information on how the project would meet all or some of the actions in the Cotswolds National Landscape Nature Recovery Plan and/or Cotswold Water Park Nature Recovery Plan.</i></p> <p><i>Describe any additional benefits that your project would bring to the community – and which communities (of location or interest).</i></p> <p><i>Describe how your project would help deliver the Cotswold District Green Infrastructure Strategy and the Strategic Framework for Green Infrastructure in Gloucestershire.</i></p> <p>Comments: 50% match funded. Two of the shelters are supported by Bourton-on-the-Water Parish Council, while they are strongly opposed to third one.</p>	20/30
Total	85/100

Recommend approval. Although objection from BotW to the third stop will be clearly stated in our report.

Footpath in Moreton-in-Marsh (GCC - £146,030.17)

Criteria	Score
<p>Is the project identified in policies SA1, SA2 or SA3 of the adopted Cotswold District Local Plan (Chapter 7) as an essential or critical project? <i>Provide information on which project it would help deliver (please include policy reference number). If your project is not identified as essential or critical in the Local Plan, please explain why it was not identified as such when the plan was made.</i></p> <p>Comments: Yes, 'Improvements to A429 (Fosse Way)' is identified as a critical project in SA3. This project would deliver on that requirement in a sustainable way.</p>	20/20
<p>Is the project identified on the Council's Infrastructure List (in the Infrastructure Funding Statement) as a CIL spending priority? <i>Provide information on which project it would help deliver. If your project is not on the Infrastructure List please explain why you think it should be prioritised over projects on the list.</i></p> <p>Comments: Yes, 'Improvements to A429 (Fosse Way)' is included on the List.</p>	20/20
<p>Is the project deliverable and what is the delivery timeframe? Have you considered alternative options to deliver the outcome of your project? <i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. For large projects, the Council may allocate CIL funds to your project even though not enough funds are available yet.</i></p> <p>Comments: The bids was originally for a path on the western verge of the A429. However, there were several issues with land boundary ownership, making that option currently undeliverable. Moreover, a footpath has been constructed on the other side of the road. After engaging with GCC officers, they agreed to submit a revised bid which extends the new footpath on the eastern verge to the garden centre and then creates a crossing point over the A429.</p>	25/30
<p>Have you secured match funding to increase potential outputs from the project? <i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p>Comments: £25,000 in S106 is already available for this project. No further financial commitment from GCC.</p>	5/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score. <i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: Delivers infrastructure that would support the sustainable development of Moreton.</p>	10/10
Total	
80/100	

Recommend approval.

The Forum Interchange Hub (GCC - £66,300)

Criteria	Score
<p>Is the project identified in policies SA1, SA2 or SA3 of the adopted Cotswold District Local Plan (Chapter 7) as an essential or critical project? <i>Provide information on which project it would help deliver (please include policy reference number). If your project is not identified as essential or critical in the Local Plan, please explain why it was not identified as such when the plan was made.</i></p> <p>Comments: Yes, it listed as an infrastructure requirement under SA1 and categorised as an essential project in the IDP. Given it supports the Steadings Strategic Site which is still being developed and is a sustainable transport project, it will almost certainly be retained in the new IDP. Not given full marks as critical projects have priority over essential projects.</p>	15/20
<p>Is the project identified on the Council's Infrastructure List (in the Infrastructure Funding Statement) as a CIL spending priority? <i>Provide information on which project it would help deliver. If your project is not on the Infrastructure List please explain why you think it should be prioritised over projects on the list.</i></p> <p>Comments: No.</p>	0/20
<p>Is the project deliverable and what is the delivery timeframe? Have you considered alternative options to deliver the outcome of your project? <i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. For large projects, the Council may allocate CIL funds to your project even though not enough funds are available yet.</i></p> <p>Comments: The expected delivery timeframe is up to 12 months, primarily due to the lead times for the supply of bus shelters. The first two months will be for governance and detailed design work. GCC has plenty of experience in delivering such projects and the project and timeframe would be deliverable.</p>	30/30
<p>Have you secured match funding to increase potential outputs from the project? <i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p>Comments: 50% match funded</p>	20/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score. <i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: Delivers infrastructure that would support the sustainable development of Cirencester.</p>	10/10
Total	
75/100	

Recommend approval.

Moreton-in-Marsh Transport Hub/Interchange and Station Improvement Works (MiM TC/GWR - £2,216,000)

Criteria	Score
<p>Is the project identified in policies SA1, SA2 or SA3 of the adopted Cotswold District Local Plan (Chapter 7) as an essential or critical project? <i>Provide information on which project it would help deliver (please include policy reference number). If your project is not identified as essential or critical in the Local Plan, please explain why it was not identified as such when the plan was made.</i></p> <p>Comments: No, although the importance of the railway station is mentioned in the local plan, no need for improvements were identified in the current LP and IDP. However, traffic congestion is a major issue in the town and three highway improvement projects are identified as critical. The proposed project could be considered as a more sustainable alternative to the junction improvements originally identified.</p>	15/20
<p>Is the project identified on the Council's Infrastructure List (in the Infrastructure Funding Statement) as a CIL spending priority? <i>Provide information on which project it would help deliver. If your project is not on the Infrastructure List please explain why you think it should be prioritised over projects on the list.</i></p> <p>Comments: No, but the project is an alternative for the junction improvements that are identified on the Infrastructure List.</p>	15/20
<p>Is the project deliverable and what is the delivery timeframe? Have you considered alternative options to deliver the outcome of your project? <i>Set out the timeframe for your project and provide evidence your project is deliverable within this timeframe. Demonstrate your project has a clear delivery programme and is financially viable. For large projects, the Council may allocate CIL funds to your project even though not enough funds are available yet.</i></p> <p>Comments: GWR has a lot of experience in delivery similar projects around the country. However, the project has not entered the pre-application stage yet and although it sets out what it expects to happen each year, no actual planned commencement date is set. There has been no engagement with the Council in regards to this project and it would not be appropriate for the Council to make a spending decision on something that it has not yet granted planning permission for.</p>	0/30
<p>Have you secured match funding to increase potential outputs from the project? <i>Provide evidence that shows other funding options for the project have been explored. Explain which match funding has already been secured and which funding is dependent on your bid for CIL funding being successful. Priority will be given to projects that can evidence match funding.</i></p> <p>Comments: Collectively, Moreton-in-Marsh Town Council and Great Western Railway have committed £1,250,000.00 However, the majority of these funds come from GWR for the purchase of the former Royal British Legion site (1.2M) and on the installation of a new cycle hub and associated works including CCTV (£275k). These works are also not included as being part of the current project in the EoI form. The form also refers to monies from a Unilateral Undertaking which MiM TC has allocated. These funds are currently held by CDC and it is our understanding MiM TC wants to use a substantial portion of these funds for the Resedale Hall refurbishments.</p>	10/20
<p>Does your project meet the legal requirements in the CIL Regulations? Please note that scoring zero on this criterion will automatically fail your bid, regardless of the total score. <i>The CIL Regulations require that CIL funding must fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Please explain how your project meets these legal requirements. The Council is legally bound to use collected CIL funds in line with the above definition. Feasibility and other preliminary studies can therefore only be funded if sufficient evidence is provided showing that such studies are likely to lead to the delivery of infrastructure (such as evidence of part match funding secured, full timeline for the whole project...).</i></p> <p>Comments: Delivers infrastructure that would support the sustainable development of Moreton.</p>	5/10
Total 45/100	

There are 3 issues with this bid:

There is not a strong link into the Council's policies while it would be using up the majority of available CIL funds. If the project were to be included in a revised IDP, this would strengthen the bid.

Part of the funding would be used to create additional parking spaces, which would create profit for GWR and is therefore not suitable for public funding.

There has been no engagement with the Council before this bid. It would not be appropriate for the Council to make a spending decision on something that it has not yet granted planning permission for.

Recommended for refusal with the caveat there is overall support for the project and the Council would welcome a revised bid next year.

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Agenda Item 10



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 SEPTEMBER 2024
Subject	INFRASTRUCTURE FUNDING STATEMENT 2023/24
Wards affected	All
Accountable member	Councillor Juliet Layton, Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Jon Dearing, Interim Executive Director Email: Democratic@cotswold.gov.uk
Report author	Jasper Lamoon – Infrastructure Delivery Lead Email: jasper.lamoon@cotswold.gov.uk
Summary/Purpose	To notify Cabinet of the Infrastructure Funding which provides an overview of all Community Infrastructure Levy (CIL) and Section 106 monies collected, held and spent. As well as setting out the Council's recovery policy in regards to unpaid CIL debts.
Annexes	Annex A – Infrastructure Funding Statement 2023/24 Annex B – CIL Recovery Policy
Recommendation(s)	That Cabinet resolves to: 1. Note publication of the Infrastructure Funding Statement 2. Agree to the CIL Recovery Policy.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services • Responding to the Climate Emergency • Delivering Housing
Key Decision	NO
Exempt	NO
Consultees	None



1. EXECUTIVE SUMMARY

- 1.1 The CIL legislation requires Councils to produce a yearly 'Infrastructure Funding Statement' (IFS). Annex A provides the fifth edition of the report covering the 2023/24 financial year.
- 1.2 The main figures in regards to the Community Infrastructure Levy are:
- £1.7M funds collected;
 - £3.4M worth in demand notices issued (a Demand Notice is issued when a development commences, and the CIL becomes due in line with the instalment policy);
 - £280k collected for Town and Parish Councils;
 - £2.3M in CIL reliefs granted (set by national legislation);
 - The CIL Strategic Fund held £3.3M (cash receipts) on 31 March 2024.
- 1.3 The main figures in regards to Section 106 agreements are:
- The Council secured £144k and 52 affordable housing units in S106 agreements signed in 2023/24.
 - In 2023/24, the Council collected a total of £861k and spent £998k of the S106 funds it held.
 - A total of £751k of S106 funds is allocated for spending, leaving a total of £2M of non-allocated S106 funds being held by the Council. Please note that the legislation requires us to report the non-allocated amount excluding 2023/24 receipts, which is £1.7M.
- 1.4 CIL is an important source of income in regards to the funding of infrastructure. It is therefore important that the Council has clear policies and procedures to manage the recovery of unpaid CIL liabilities. The CIL Recovery Policy (Appendix B) explains the Council's approach to debt recovery, in line with similar existing policy documents for the collection of Council Tax and other debts.



2. BACKGROUND

- 2.1** The CIL legislation requires Councils to produce a yearly 'Infrastructure Funding Statement' (IFS). Annex A provides the fifth edition of the report covering the 2023/24 financial year.
- 2.2** The aim of the IFS is to increase transparency by providing a statement of accounts of all financial and non-financial developer contributions relating to S106 Agreements and CIL collected, held, and spent by a Local Authority per financial year.
- 2.3** The IFS is split into three sections:
- The Infrastructure List;
 - The CIL Report; and
 - The S106 Report.
- 2.4** The CIL and S106 Reports contain factual data about the collection and spending of funding for infrastructure in the District as set out in the CIL regulations, while the Infrastructure List is a statement of infrastructure projects that the Council expects to be wholly or partly funded by CIL. This is an evidence-based list derived from infrastructure needs identified in the Council's adopted Local Plan.
- 2.5** This IFS also contains information on the neighbourhood proportion (the element of funding given to Town and Parish Councils) of CIL. Please note that it is the Town and Parish Councils' responsibility to report on any expenditure of their neighbourhood proportion although CDC does provide them with a template to do so. A summary of expenditure that the Council has been informed of at the time of writing can be found under Appendix D of the IFS (Annex A to this report).

3. COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT

- 3.1** CIL is a non-negotiable developer payment on new development which is indexed each year. The rate for 2024 is set at £95.85/sqm for residential developments and £71.89/sqm for retail developments.
- 3.2** In March 2024, the Council launched a call for bids from infrastructure providers to access collected CIL funds. The deadline for submitting bids was 31 May 2024 and it is anticipated that a spending proposal will be brought to Cabinet (and Full Council if required) in September 2024.
- 3.3** The Community Infrastructure Levy Regulations 2010 (as amended) set out which figures need to be reported on in the IFS. The full IFS can be found at Annex A, but the main figures are as follows in respect of 2023/24:



- £1.7M funds collected;
- £3.4M worth in demand notices issued (a Demand Notice is issued when a development commences, and the CIL becomes due in line with the instalment policy);
- £280k collected for Town and Parish Councils;
- £2.3M in CIL reliefs granted (set by national legislation);
- The CIL Strategic Fund held £3.3M (cash receipts) on 31 March 2024.

4. SECTION 106 REPORT

- 4.1** The Community Infrastructure Levy Regulations 2010 (as amended) specify which figures need to be reported. The full IFS with all figures can be found at Annex A.
- 4.2** The Council secured £144k and 52 affordable housing units in S106 agreements signed in 2023/24.
- 4.3** In 2023/24, the Council collected a total of £861k from S106 agreements and spent £998k of the S106 funds it held.
- 4.4** A total of £751k of S106 funds is allocated for spending, leaving a total of £2M of non-allocated S106 funds being held by the Council. Please note that the legislation requires us to report the non-allocated amount excluding 2023/24 receipts, which is £1.7M.
- 4.5** These non-allocated funds need to be spent in line with the definitions in the respective legal agreements.

5. INFRASTRUCTURE LIST

- 5.1** Cotswold District Council have appointed Prior and Partners to update the Infrastructure Delivery Plan which lists the District's infrastructure requirements for development. This work is expected to be completed by Spring 2025 at which point the Infrastructure List will be updated.
- 5.2** For now, the Infrastructure List is a continuation of last year's list with most projects relating to an increase in highway capacity through junction improvements. However, as there now is a much greater focus on sustainable transport, infrastructure projects that alleviate the pressure on these junctions via sustainable means will be preferred over projects that directly increase highway capacity as currently listed.



6. CIL RECOVERY POLICY

- 6.1** CIL is an important source of income in regards to the funding of infrastructure. It is therefore important that the Council has clear policies and procedures to manage the recovery of unpaid CIL liabilities.
- 6.2** The CIL regulations set out the process of debt collecting and the options available to the Council. The regulations are very prescriptive and officers have been following the required steps as set out in the legislation. The Council has now come to the stage that a few CIL liabilities remain outstanding and the regulations require legal action to be undertaken to recover these debts.
- 6.3** The CIL Recovery Policy (Appendix B) explains the Council's approach to debt recovery, including how and when legal action will be taken to recover debts. This is in line with similar existing policy documents for the collection of Council Tax and other debts.
- 6.4** When applying for a liability order, the Council can add costs to the outstanding amount on a cost recovery basis. This has been calculated to be £433.45 per summons.

7. FINANCIAL IMPLICATIONS

- 7.1** There are no direct financial implications on the Council's base revenue budget as a result of this report.
- 7.2** The Council collects S106 contributions from developers when stipulated certain conditions are met as part of the S106 agreement. S106 funding held by the Council is generally transferred to Gloucestershire County Council and/or Town/Parish Councils when certain conditions have been met.
- 7.3** Funding held by the Council from the Community Infrastructure Levy for the purpose of capital infrastructure works will be used in conjunction with major infrastructure providers and any proposed scheme will be subject to the CIL governance procedures as approved at the Cabinet meeting held on 6th December 2021.

8. LEGAL IMPLICATIONS

- 8.1** Save from the legislative requirements set out in this Report there are no further legal implications arising directly from the Report.

9. RISK ASSESSMENT

- 9.1** Not applicable



10. EQUALITIES IMPACT

10.1 Not applicable

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 As agreed in the CIL spending governance procedure (Cabinet decision December 2021) 10% of the CIL Strategic Fund will be set aside to deliver infrastructure projects that will help deliver the objectives in the Council's Climate and Ecological Emergencies Action Plans.

12. ALTERNATIVE OPTIONS

12.1 It is a legal requirement to publish an Infrastructure Funding Statement. The option of not publishing one has not been considered.

13. BACKGROUND PAPERS

13.1 None.

(END)



COTSWOLD DISTRICT COUNCIL

Infrastructure Funding Statement

1 April 2023 to 31 March 2024

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1. Introduction

- I.1. The Infrastructure Funding Statement (IFS) is an annual report, which provides a summary of all financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL) collected and spent by Cotswold District Council.
- I.2. The aim of the IFS is to increase transparency by providing a statement of accounts per calendar year. The report has therefore been kept succinct and factual.
- I.3. This report covers the period 1 April 2023 to 31 March 2024, which is referred to as '2023/24' in this report.
- I.4. As required by the CIL regulations (paragraph 121A 1a), it also includes a statement of infrastructure projects that Cotswold District Council expects to be wholly or partly funded by CIL called 'The Infrastructure List'.
- I.5. This IFS only contains information on infrastructure funding collected and spent by Cotswold District Council and should be read in conjunction with Gloucestershire County Council's Infrastructure Funding Statement to get a full picture of infrastructure funding that is collected and spent in Cotswold District.
- I.6. For more information on CIL collection and spending, please see our website www.cotswold.gov.uk/CIL.

2. Infrastructure List

- 2.1. [Cotswold District's Infrastructure Delivery Plan \(IDP\)](#) identifies all critical and essential infrastructure projects needed to deliver the Cotswold District Local Plan 2011-2031. However, infrastructure needs will have changed since the IDP was published in 2016 and Cotswold District Council have appointed Prior and Partners to update the IDP. This work is expected to be completed by Spring 2025 at which point the Infrastructure List will be updated.
- 2.2. Until the update to the IDP is complete, the Infrastructure List, which can be found in Table 1 on the next page, remains a continuation of last year's list with most projects relating to an increase in highway capacity through junction improvements. However, the Council's focus has changed towards sustainable transport and enabling the modal shift away from car use as the main form of transport. Infrastructure projects that alleviate the pressure on these junctions via sustainable means are therefore preferred over projects that directly increase highway capacity as currently listed.
- 2.3. Cotswold District Council is the custodian of the CIL funds but is not responsible for the delivery of the projects. Partnership working with infrastructure providers such as Gloucestershire County Council (which is the highways, education and lead local flood authority) will be required to deliver the infrastructure needed to support development in Cotswold District.
- 2.4. Infrastructure providers can submit bids to draw down on the available funds between 1 March and 31 May each year.
- 2.5. The Council does not anticipate requesting S106 financial obligations for the infrastructure projects on the list.

Table 1 - Infrastructure List

Parish	Project
Kemble	Junction improvements at A429 / A433, between Cirencester and Kemble
Kemble	Re-use of the former railway line for cycling
Lechlade	Junction improvements at A417 / Whelford Road, between Fairford and Lechlade
Moreton-in-Marsh	Improvements to A429 (Fosse Way)
Moreton-in-Marsh	Junction improvements at A429 (High Street)/A44 (Oxford Street)
Moreton-in-Marsh	Junction improvements at A429 (High Street)/A44 (Bourton Road)
Stow-on-the-Wold	Improvement of Unicorn junction (A436/B4068)
Tetbury	Junction improvements at A433 (London Road / Long Street) / Hampton Street / New Church Street
South Cotswolds	SUDS and soft measure interventions to manage flood risk

3. CIL Report

- 3.1. The total value of CIL set out in all demand notices issued in 2023/24 was **£3,397,266.72** as shown in Appendix A.
- 3.2. A total of **£1,698,446.06** was collected from CIL receipts as shown in Appendix B. A breakdown of this total can be found in Table 2 below.
- 3.3. The difference between the amount raised in demand notices and the amount actually collected is due to the CIL instalment policy. CIL payments are paid by instalments spread over time to assist the viability of developments. The [instalment policy](#) can be found on the Council's website.

Table 2 – Breakdown of CIL receipts collected in 2023/24

Components of CIL receipts	Amount (£)
Administration (5%)	84,922.31
Neighbourhood contribution (15% or 25%)	280,363.70
Strategic Infrastructure Fund	1,333,160.05
Total	1,698,446.06

- 3.4. The total amount of CIL expenditure for 2023/24 spent on administrative expenses pursuant to regulation 61 was **£84,922.31 (5%)**. There was no expenditure from the Strategic Infrastructure Fund and no CIL receipts from the current nor previous years were allocated but not spent. A call for bids was launched from March to May 2024 and it is anticipated that there will be expenditure from the Strategic Infrastructure Fund in the 2024/25 financial year.
- 3.5. The total amount of Neighbourhood CIL passed to town/parish councils under regulation 59A was **£268,333.01** as shown in Appendix C. Please see our website for [individual spending reports submitting by the town/parish councils](#), although we have provided a summary of expenditure we are aware of to date in Appendix D. No funds were requested under regulation 59E (return of unspent funds).
- 3.6. The Council retained **£3,324,748.01** of CIL receipts at the end of the reported year. This consisted of **£1,333,160.05** collected during 2023/24 and **£1,991,587.96** collected in previous years.
- 3.7. The Council granted a total of **£2,268,316.79** of relief from paying CIL as per part 6 of the CIL regulations 2010 as amended. This consisted of **£1,328,241.03** of self-build housing relief, **£301,114.05** of residential extension relief, **£193,130.62** of residential

annex relief and **£445,831.09** of social housing relief. The requirements for receiving the reliefs above are set in national legislation. The Council does not have any discretionary powers to amend these.

4. Section 106 Report

4.1. The total amount of money to be provided under planning obligations that were entered into in 2023/24 was **£143,760.00**.

Table 3 – Financial contributions required from planning obligations signed in 2023/24

Reference	Location	Type	Amount (£)
22/03770/OUT	Land West of Hatherop Road, Fairford	S106 monitoring	510.00
23/02575/FUL	Plot W.07, Coln Waters, Lechlade	S106 monitoring	1,000.00
21/04088/FUL	Willersey Farm Stables, Badsey Lane, Willersey	S106 monitoring	500.00
21/04088/FUL	Willersey Farm Stables, Badsey Lane, Willersey	Affordable Housing	141,750.00
Total			143,760.00

4.2. The Council also entered into S106 agreements during the reporting year that will deliver the following non-monetary contribution.

Table 4 – Non-monetary contribution required from planning obligations signed in 2023/24

Reference	Location	Type
22/03770/OUT	Land West Of, Hatherop Road, Fairford, Gloucestershire	Public Open Space
21/00549/FUL	Northfield Garage, London Road, Tetbury, Gloucestershire, GL8 8HW	Public Open Space
21/00549/FUL	Northfield Garage, London Road, Tetbury, Gloucestershire, GL8 8HW	8 Affordable Units
21/03709/FUL	Denfurlong Farm, Fields Road, Chedworth, Gloucestershire	5 Affordable Units
22/03992/FUL	Dukes Field , Land To The South Of The Pheasantry, Oak Road, Down Ampney, Gloucestershire	4 Affordable Units
22/03770/OUT	Land West Of, Hatherop Road, Fairford, Gloucestershire	35 Affordable Units

4.3. The Council collected **£861,114.93** from planning obligations entered into this or previous years.

Table 5 – Financial contributions received in 2023/24

Reference	Location	Type	Amount (£)
13/05306/FUL	Land North of Cirencester Road, Tetbury	Elderly Care	31,500.00
13/05306/FUL	Land North of Cirencester Road, Tetbury	Goods Shed	6,165.00

13/05306/FUL	Land North of Cirencester Road, Tetbury	Dolphins Hall	9,750.00
15/05165/OUT	Land to the South of Love Lane, Cirencester	Libraries	21,498.42
15/05165/OUT	Land to the South of Love Lane, Cirencester	Primary School Education	169,092.07
15/05165/OUT	Land to the South of Love Lane, Cirencester	Secondary School Education	309,400.17
16/00054/OUT	Land at Chesterton Farm, Cranhams Lane, Cirencester	Policing	18,834.69
19/02248/FUL	Land at Dunstall Farm, Fosseyway, Moreton-In-Marsh	Monitoring Fee	2,500.00
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road , Upper Rissington	Affordable Housing	185,964.72
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road , Upper Rissington	Early Years Education	27,996.37
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road , Upper Rissington	Secondary Age (11-16) Education	24,104.84
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road , Upper Rissington	Secondary Age (16-18) Education	9,961.27
21/04088/FUL	Willersey Farm Stables, Badsey Lane, Willersey	Monitoring Fee	250.00
22/03770/OUT	Land West of Hatherop Road, Fairford	Monitoring Fee	510.00
23/02575/FUL	Plot W.07, Coln Waters, Lechlade	Monitoring Fee	1,000.00
98.01495	Lower Mill Estate, Somerford Keynes	Nature Conservation Works	42,587.38
Total			861,114.93

4.4. The Council spent **£998,420.34** collected from planning obligations.

Table 6 – Total amount of planning obligations spent in 2023/24

Reference	Contribution for	Recipient	Amount (£)
13/02942/OUT	Kingshill Community Facilities	Cirencester Town Council	65,305.00
15/05165/OUT	Kingshill School / Deer Park School	Gloucestershire County Council	309,400.17
15/05165/OUT	Libraries	Gloucestershire County Council	21,498.42
15/05165/OUT	Siddington Primary School	Gloucestershire County Council	169,092.07
16/00054/OUT	Cirencester Rugby Football Club Floodlights	Cirencester Rugby Football Club	50,000.00
20/02697/FUL	Secondary Age (16-18) Education	Gloucestershire County Council	24,104.84
20/02697/FUL	Early Years Education	Gloucestershire County Council	9,961.27

20/02697/FUL	Secondary Age (11-16) Education	Gloucestershire County Council	27,996.37
Various	Affordable Housing (Land West of Davies Road, Moreton-in-Marsh)	Cottsway Housing Association	290,250.00
98.01495	Nature recovery project – grazing (LME)	Lower Mill Estate	15,754.20
98.01495	Assistant Biodiversity Officer	Cotswold District Council	15,058.00
Total			998,420.34

4.5. The Council has allocated **£750,965.24** of collected S106 funds.

Table 7 – Allocated S106 funds

Reference	Allocated to	Amount (£)
14/01483/OUT	Redesdale Hall / Integrated Transport Hub	257,853.14
16/00054/OUT	Cirencester Leisure Centre	202,862.10
Various	Affordable Housing (Land West of Davies Road, Moreton-in-Marsh)	290,250.00
Total		750,965.24

4.6. The Council holds **£1,689,311.92** from S106 obligations collected before 1 April 2023 (so excluding funds received 2023/24) that have not been allocated.

Table 8 – Non-allocated S106 funds

Reference	Location	Contribution for	Amount (£)
02/02286/OUT	S106 Fairford Water Ski Club	Footpath/Cycleway	742.98
12/02678/FUL	Former Moreton Bowls Club, Hospital Road, Moreton-in-Marsh	Affordable Housing	223,867.49
13/02391/OUT	Highfield Farm, Tetbury	Tetbury Sports Pitches	52,057.46
13/05306/FUL	Land North of Cirencester Road, Tetbury	Public Sector Care	44,033.16
14/02365/OUT	Land Parcel off Broad Marston Road, Mickleton	Healthcare	15,228.46
14/02365/OUT	Land Parcel off Broad Marston Road, Mickleton	Sustainable Transport	3,116.06
16/00054/OUT	The Steadings, Cirencester	Monitoring	23,007.89
16/00054/OUT	The Steadings, Cirencester	Town Centre Car Parking	18,310.58
18/01615/FUL	Land at Ullenwood Court, Ullenwood, Coberley	Affordable Housing	941,053.42
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road, Upper Rissington	Affordable Housing	185,352.77

00.00975	Lake 75 Cotswold Water Park	CWP Cycleways	3,377.88
98.01495	Lower Mill Estate, Somerford Keynes	CWP Cycleways	44,657.79
98.01495	Lower Mill Estate, Somerford Keynes	CWP Biodiversity Strategy	134,489.40
Total			1,689,295.34

4.7. Gloucestershire County Council’s (GCC) Infrastructure Funding Statement (<https://www.gloucestershire.gov.uk/planning-and-environment/planning-policy-old-menu/infrastructure-funding-statement-ifs/>) outlines how much money has been allocated to projects in Cotswold District and how much has been spent overall on education, highways, etc.

Appendix A – CIL Demand Notices Issued 2023/24

Reference	Parish	Amount (£)
20/02285/FUL	Ampney Crucis	46,093.59
21/04124/FUL	Ampney Crucis	3,157.97
19/00725/OUT	Avening	43,991.50
20/01140/FUL	Avening	107,052.59
23/02473/FUL	Bagendon	25,325.12
20/02848/FUL	Baunton	1,536.02
22/02336/FUL	Bledington	19,509.91
21/03742/OUT	Blockley	8,913.40
23/01407/FUL	Blockley	5,129.42
24/00088/FUL	Blockley	51,697.13
21/04242/PLP	Bourton-on-the-Water	79,463.68
22/00133/FUL	Bourton-on-the-Water	10,081.95
21/04074/FUL	Broadwell	19,313.63
22/03255/FUL	Broadwell	1,170.65
23/03647/FUL	Broadwell	53,505.82
23/02297/FUL	Chedworth	45,123.85
20/01547/FUL	Chipping Campden	9,341.92
21/00034/FUL	Chipping Campden	767.37
23/01987/FUL	Chipping Campden	445.29
22/01310/FUL	Cirencester	11,034.92
23/01526/FUL	Cirencester	26,804.06
21/02051/FUL	Coberley	5,506.44
19/01871/FUL	Cowley	40,664.82
22/00827/FUL	Down Ampney	65,801.37
22/03992/FUL	Down Ampney	117,450.97
23/01422/FUL	Elkstone	7,971.65
20/03972/FUL	Fairford	86,398.21
21/01041/FUL	Fairford	63,298.06
22/02175/FUL	Fairford	59,582.93
23/01793/FUL	Fairford	49,860.13
19/03027/FUL	Hazelton	14,334.02
23/01799/FUL	Kempford	3,150.79
21/03219/FUL	Lechlade	69,999.80
22/02784/FUL	Lechlade	1,969.53
23/00735/FUL	Lechlade	24,880.08
19/03003/OUT	Little Rissington	6,625.72

21/02495/FUL	Little Rissington	8,324.58
22/04292/FUL	Little Rissington	60,622.80
20/02504/FUL	Longborough	20,260.15
21/02068/FUL	Longborough	105,688.19
23/03768/FUL	Mickleton	21,750.07
19/02248/FUL	Moreton-in-Marsh	1,028,254.57
19/03681/FUL	Moreton-in-Marsh	172.42
23/01943/FUL	Moreton-in-Marsh	11,153.70
21/01735/FUL	Naunton	1,396.51
23/00150/FUL	Naunton	7,467.59
19/03380/OUT	North Cerney	31,090.79
22/03365/FUL	Sapperton	8,362.96
19/02100/FUL	Siddington	17,180.49
22/03538/FUL	Siddington	14,494.72
21/00961/FUL	Somerford Keynes	2,056.38
21/02705/FUL	Somerford Keynes	152,355.44
23/01059/FUL	Somerford Keynes	295,666.68
20/01840/FUL	South Cerney	623.91
22/00972/FUL	South Cerney	17,049.82
23/01795/FUL	South Cerney	5,569.78
22/03931/FUL	Stow-on-the-Wold	4,872.19
23/00822/FUL	Stow-on-the-Wold	17,351.95
23/03145/FUL	Swell	15,795.92
23/01641/FUL	Temple Guiting	7,133.22
21/00549/FUL	Tetbury	281,610.22
21/02211/FUL	Upper Rissington	23,504.11
19/04715/FUL	Westcote	1,780.49
23/03385/FUL	Westcote	2,500.00
23/00088/FUL	Withington	35,892.48
23/03286/FUL	Wyck Rissington	10,330.28
	Total	3,397,266.72

Appendix B – CIL Receipts 2023/24

Towns and Parishes that have a Neighbourhood Development Plan in place at the time a development is permitted receive 25% of the collected funds. Otherwise the Neighbourhood Portion is 15%.

Please note that there is no Neighbourhood Portion on collected surcharges. These are included in the Amount Received column below, but they are deducted before calculating the Neighbourhood Portion.

Reference	Parish	Amount Received (£)	Neighbourhood Portion (£)	Neighbourhood Percentage
20/02285/FUL	Ampney Crucis	41,847.29	5,839.43	15%
21/04124/FUL	Ampney Crucis	315.80	47.37	15%
19/01692/FUL	Avening	12,491.28	1,873.69	15%
19/01692/FUL	Avening	12,491.28	1,873.69	15%
20/01140/FUL	Avening	10,705.26	1,605.79	15%
23/02473/FUL	Bagendon	2,535.51	380.33	15%
21/02092/FUL	Barnsley	1,054.63	158.19	15%
20/02848/FUL	Baunton	1,113.35	103.60	15%
20/02848/FUL	Baunton	422.67	63.40	15%
22/02336/FUL	Bledington	1,950.99	292.65	15%
22/02336/FUL	Bledington	2,779.46	416.92	15%
22/02336/FUL	Bledington	6,000.00	900.00	15%
21/03742/OUT	Blockley	3,397.53	509.63	15%
21/03742/OUT	Blockley	600.00	85.50	15%
21/03742/OUT	Blockley	3,997.53	599.63	15%
21/03742/OUT	Blockley	30.00	4.50	15%
23/01407/FUL	Blockley	5,129.42	769.41	15%
21/04242/PLP	Bourton-on-the-Water	7,946.37	1,191.96	15%
21/04074/FUL	Broadwell	1,931.36	289.70	15%
22/03255/FUL	Broadwell	1,170.65	0.00	0%
23/03647/FUL	Broadwell	5,350.58	802.59	15%
21/03284/FUL	Chedworth	7,240.30	1,086.05	15%
21/03251/FUL	Chedworth	19,744.01	2,961.60	15%
21/03284/FUL	Chedworth	7,240.29	1,086.04	15%
23/02297/FUL	Chedworth	4,512.39	676.86	15%
21/01876/FUL	Chipping Campden	38,915.01	5,837.25	15%
20/01547/FUL	Chipping Campden	7,784.93	934.19	15%
20/01547/FUL	Chipping Campden	1,556.99	233.55	15%
23/01987/FUL	Chipping Campden	445.29	0.00	0%
21/00034/FUL	Chipping Campden	76.74	11.51	15%

20/02101/FUL	Cirencester	6,113.71	917.06	15%
22/01310/FUL	Cirencester	1,103.49	165.52	15%
20/02101/FUL	Cirencester	6,113.72	917.06	15%
23/01526/FUL	Cirencester	2,680.41	402.06	15%
22/01310/FUL	Cirencester	4,965.71	744.86	15%
21/02051/FUL	Coberley	550.64	82.60	15%
21/02051/FUL	Coberley	1,784.08	267.61	15%
19/01871/FUL	Cowley	4,066.48	609.97	15%
21/03413/FUL	Down Ampney	32,189.66	4,828.45	15%
22/00827/FUL	Down Ampney	6,580.14	987.02	15%
22/03992/FUL	Down Ampney	11,745.10	1,761.77	15%
23/01422/FUL	Elkstone	797.17	119.58	15%
20/03217/FUL	Fairford	20,858.74	3,128.81	15%
21/00436/FUL	Fairford	17,893.78	2,684.07	15%
23/01793/FUL	Fairford	49,860.13	7,104.02	15%
22/02158/FUL	Fairford	10,638.30	1,595.75	15%
22/02175/FUL	Fairford	5,958.29	893.74	15%
19/03027/FUL	Hazleton	14,334.02	1,791.75	15%
21/02227/FUL	Hazleton	29,038.11	4,355.72	15%
19/03417/FUL	Kemble & Ewen	41,295.64	5,884.63	15%
20/00833/FUL	Kemble & Ewen	46,830.83	6,653.82	15%
19/01846/FUL	Kemble & Ewen	19,106.82	2,866.02	15%
23/01799/FUL	Kempsford	262.57	0.00	0%
21/04732/FUL	Lechlade	10,417.78	2,604.45	25%
22/02784/FUL	Lechlade	1,969.53	492.38	25%
20/03589/FUL	Lechlade	22,873.33	5,718.33	25%
22/02413/FUL	Lechlade	620.60	155.15	25%
21/04732/FUL	Lechlade	10,417.79	2,604.45	25%
21/03219/FUL	Lechlade	6,999.98	1,750.00	25%
23/00735/FUL	Lechlade	12,440.04	3,110.01	25%
22/02413/FUL	Lechlade	2,000.00	500.00	25%
22/02413/FUL	Lechlade	792.71	198.18	25%
23/00735/FUL	Lechlade	12,440.04	3,110.01	25%
19/03646/FUL	Little Rissington	7,256.39	989.03	15%
21/02495/FUL	Little Rissington	8,324.58	1,248.69	15%
22/04292/FUL	Little Rissington	99.13	14.87	15%
22/04292/FUL	Little Rissington	29,815.74	4,472.36	15%
22/04292/FUL	Little Rissington	446.09	66.91	15%
22/02138/FUL	Long Newnton	4,503.05	675.46	15%

22/02138/FUL	Long Newnton	4,503.04	675.46	15%
20/02504/FUL	Longborough	9,117.06	1,367.56	15%
19/01988/FUL	Lower Slaughter	1,708.78	256.32	15%
19/01988/FUL	Lower Slaughter	15,378.99	2,306.85	15%
19/00086/OUT	Moreton-in-Marsh	111,342.69	16,701.40	15%
19/03681/FUL	Moreton-in-Marsh	172.42	21.55	15%
19/02248/FUL	Moreton-in-Marsh	102,825.46	15,423.82	15%
19/00086/OUT	Moreton-in-Marsh	111,342.69	16,701.40	15%
23/01943/FUL	Moreton-in-Marsh	1,115.37	167.31	15%
23/00150/FUL	Naunton	7,467.59	933.45	15%
19/03261/FUL	Naunton	3,083.38	420.46	15%
21/01735/FUL	Naunton	139.65	20.95	15%
19/03380/OUT	North Cerney	13,640.43	2,046.06	15%
20/02965/FUL	Oddington	2,978.40	446.76	15%
20/04549/FUL	Oddington	20,884.09	3,132.61	15%
20/02965/FUL	Oddington	2,978.39	446.76	15%
20/04549/FUL	Oddington	20,000.00	3,000.00	15%
20/04549/FUL	Oddington	884.10	132.62	15%
22/03365/FUL	Sapperton	813.96	122.09	15%
22/03365/FUL	Sapperton	3,662.83	549.42	15%
22/03365/FUL	Sapperton	3,662.84	519.43	15%
22/03365/FUL	Sapperton	223.33	33.50	15%
19/02100/FUL	Siddington	1,675.54	251.33	15%
22/03538/FUL	Siddington	1,449.47	217.42	15%
19/02100/FUL	Siddington	7,539.96	1,130.99	15%
19/02100/FUL	Siddington	7,964.99	1,138.20	15%
22/00578/FUL	Somerford Keynes	683.83	170.96	25%
22/00578/FUL	Somerford Keynes	1,000.00	250.00	25%
22/00578/FUL	Somerford Keynes	1,000.00	250.00	25%
22/00578/FUL	Somerford Keynes	1,000.00	250.00	25%
22/00578/FUL	Somerford Keynes	1,000.00	250.00	25%
21/02717/FUL	Somerford Keynes	5,970.62	1,492.66	25%
21/01001/FUL	Somerford Keynes	15,695.61	3,923.90	25%
22/00121/FUL	Somerford Keynes	5,315.63	1,328.91	25%
21/00961/FUL	Somerford Keynes	2,056.38	428.46	15%
22/03342/FUL	Somerford Keynes	4,254.99	1,063.75	25%
20/03592/FUL	Somerford Keynes	51,646.32	7,746.95	15%
22/00121/FUL	Somerford Keynes	5,315.64	1,328.91	25%
23/01059/FUL	Somerford Keynes	32,445.42	8,111.36	25%

23/01059/FUL	Somerford Keynes	32,445.42	7,300.22	25%
23/01059/FUL	Somerford Keynes	32,445.42	8,111.36	25%
23/01059/FUL	Somerford Keynes	3,657.89	914.47	25%
22/03342/FUL	Somerford Keynes	2,000.00	500.00	25%
22/03342/FUL	Somerford Keynes	2,254.99	563.75	25%
21/04279/FUL	South Cerney	2,500.00	0.00	25%
22/00972/FUL	South Cerney	17,049.82	4,262.46	25%
23/01795/FUL	South Cerney	200.00	0.00	25%
23/00822/FUL	Stow-on-the-Wold	1,485.20	0.00	0%
22/03931/FUL	Stow-on-the-Wold	3,889.37	466.73	15%
19/04042/FUL	Temple Guiting	3,583.08	537.46	15%
20/00727/FUL	Temple Guiting	5,017.94	752.69	15%
19/04042/FUL	Temple Guiting	3,583.08	537.46	15%
20/00727/FUL	Temple Guiting	5,017.94	752.69	15%
23/01641/FUL	Temple Guiting	7,133.22	891.65	15%
21/04497/FUL	Tetbury	23,652.18	5,913.05	25%
22/01212/FUL	Tetbury	1,860.20	465.05	25%
22/01212/FUL	Tetbury	8,370.91	2,092.73	25%
21/00549/FUL	Tetbury	28,161.02	7,040.26	25%
22/01212/FUL	Tetbury	8,370.91	2,092.73	25%
20/02718/FUL	Turkdean	12,394.37	1,859.16	15%
20/02718/FUL	Turkdean	12,394.37	1,859.16	15%
20/02697/FUL	Upper Rissington	35,472.79	5,320.92	15%
21/04082/FUL	Upper Rissington	31,567.94	4,735.19	15%
21/02211/FUL	Upper Rissington	2,000.00	0.00	15%
21/02211/FUL	Upper Rissington	2,000.00	189.28	15%
21/02211/FUL	Upper Rissington	2,000.00	300.00	15%
20/02697/FUL	Upper Rissington	35,472.80	5,320.92	15%
21/02211/FUL	Upper Rissington	2,000.00	300.00	15%
21/04082/FUL	Upper Rissington	31,567.93	4,735.19	15%
21/02211/FUL	Upper Rissington	2,000.00	300.00	15%
21/02211/FUL	Upper Rissington	1,500.00	225.00	15%
21/02211/FUL	Upper Rissington	500.00	75.00	15%
19/04715/FUL	Westcote	1,780.49	0.00	15%
22/02422/FUL	Westcote	11,659.21	1,748.88	15%
22/02422/FUL	Westcote	11,659.21	1,748.88	15%
23/03385/FUL	Westcote	2,500.00	0.00	0%
20/00561/AGR PAN	Windrush	4,735.87	710.38	15%
20/00561/AGR PAN	Windrush	4,735.86	710.38	15%

23/00088/FUL	Withington	35,892.48	5,008.87	15%
23/03286/FUL	Wyck Rissington	1,033.03	154.95	15%
	Total	1,698,446.06	280,363.70	

Appendix C – Neighbourhood CIL (NCIL) transferred to Town/Parish Councils

Area	Date	Amount (£)	Area	Date	Amount (£)
Ampney Crucis	October 2023	5,886.80	Long Newnton	October 2023	1,350.92
Avening	April 2023	1,059.93	Longborough	April 2023	1,367.56
Avening	October 2023	1,873.69	Longborough	October 2023	1,367.56
Barnsley	April 2023	17.58	Lower Slaughter	October 2023	2,563.17
Barnsley	October 2023	158.19	Moreton-in-Marsh	October 2023	16,722.95
Batsford	April 2023	557.25	Naunton	October 2023	933.45
Baunton	October 2023	167.00	North Cerney	April 2023	1,943.76
Bledington	October 2023	292.65	North Cerney	October 2023	2,046.06
Blockley	April 2023	133.25	Oddington	April 2023	128.04
Blockley	October 2023	1,199.26	Oddington	October 2023	4,026.13
Chedworth	April 2023	2,961.60	Poole Keynes	April 2023	5,586.96
Chedworth	October 2023	5,133.69	Sapperton	October 2023	671.51
Chipping Campden	April 2023	7,435.67	Sezincote	April 2023	2,869.35
Chipping Campden	October 2023	7,004.99	Siddington	October 2023	251.33
Cirencester	April 2023	768.01	Somerford Keynes	April 2023	44,897.95
Cirencester	October 2023	1,999.64	Somerford Keynes	October 2023	8,344.89
Coberley	October 2023	82.60	Southrop	April 2023	426.84
Cowley	October 2023	609.97	Stow-on-the-Wold	April 2023	5,671.02
Didmarton	April 2023	769.08	Temple Guiting	April 2023	286.71
Down Ampney	April 2023	536.49	Temple Guiting	October 2023	1,290.15
Fairford	April 2023	13,147.50	Tetbury	October 2023	6,378.10
Fairford	October 2023	20,230.98	Tetbury Upton	April 2023	2,007.82
Hazleton	April 2023	4,355.72	Turkdean	April 2023	413.15
Hazleton	October 2023	6,147.47	Turkdean	October 2023	3,718.32
Kemble & Ewen	April 2023	13,855.86	Upper Rissington	April 2023	13,432.26
Lechlade	October 2023	7,606.43	Upper Rissington	October 2023	10,245.39
Little Rissington	April 2023	5,168.06	Westcote	April 2023	7,629.07
Little Rissington	October 2023	2,252.59	Westcote	October 2023	3,497.76
Long Newnton	April 2023	150.10	Windrush	April 2023	1,220.51
				Total	268,333.01

Appendix D – Neighbourhood CIL Expenditure in 2023/24

Cotswold District Council has been notified of the following expenditure of Neighbourhood CIL in 2022/23.

Expenditure by	Project	Amount (£)
Ampney Crucis Parish Council	Village hall solar panel project	5,886.80
Chedworth Parish Council	Outdoor space play equipment at St Andrews School	2,000.00
Chedworth Parish Council	Market Umbrellas for Village Hall monthly Produce Market	1,373.62
Cirencester Town Council	Abbey Grounds Public Toilets Refurbishment	4,698.25
Condicote Parish Council	Village Noticeboard by the Pound	1,470.00
Didmarton Parish Council	Grass cutting within the parish from April to July inclusive 2023	854.53
The Duntisbournes Parish Council	Village Hall Ceiling Repairs	1,120.90
Hazleton Parish Meeting	Defibrillator at Village Hall	1,728.81
Kingscote Parish Council	Replacement highway salt bin	105.95
Kingscote Parish Council	Refurbishment of village noticeboard	60.99
Kingscote Parish Council	Purchase of a new highway salt spreader	83.33
Longborough Parish Council	Longborough village playground scheme	1,331.00
North Cerney Parish Council	Purchase of defibrillator for Woodmancote	1,720.00
Oddington Parish Council	Improvements to bank In Upper Oddington	643.20
Sezincote Parish Meeting	Provision of new furniture and recent, up-to-date books for Longborough school library	500.00
Stow-on-the-Wold Town Council	Resurfacing of play parks within Stow on the Wold	3,087.50
Westcote Parish Meeting	Westcote Tattle repair works	1,375.20
Westcote Parish Meeting	Wall Repair Works	6,253.87
Whittington Parish Meeting	New gates	457.00
Windrush Parish Meeting	Urgent Repairs to the Roof of the Windrush Village Hall	1,220.00
		35,970.95

Appendix E – Glossary

Charitable relief – Exemption to pay CIL on buildings for charitable use (paragraph 43 of the CIL regulations)

CIL Instalment Policy – The CIL regulations allow for CIL charges to be paid by instalments, provided the charging authority has published an instalment policy. [Cotswold District Council's instalment policy](#) can be found on its website.

CWP – Cotswold Water Park

Demand Notice – A notice issued by the Council in line with the CIL regulations upon commencement of a CIL liable development. The Demand Notice states the amount to be paid and when it needs to be paid.

Liability Notice – A notice issued by the Council in line with the CIL regulations upon granting permission of a CIL liable development. The Liability Notice states the amount of CIL liability and how this liability was calculated.

Liable Floorspace – The floorspace of a development which will incur a CIL charge.

Neighbourhood CIL – Element of collected CIL monies which is transferred to the local Parish or Town Council in which the development took place. The standard contribution consists of 15% of collected CIL monies, which rises to 25% if the Parish or Town Council has a neighbourhood plan in place. The monies need to be returned to the District Council if they have not been spent on infrastructure within 5 years of receipt.

Residential extension/annex relief – Exemption to pay CIL on self-build residential extensions or annexes (paragraph 42A of the CIL regulations)

Self-build housing relief – Exemption to pay CIL on self-build residential dwellings (paragraph 54A of the CIL regulations)

Social housing relief – Exemption to pay CIL on affordable housing (paragraph 49 of the CIL regulations)

Surcharges – The CIL regulations require for a series of surcharges to be applied when the CIL procedures have not been followed correctly. [An overview of the surcharges](#) can be found on Cotswold District Council's website

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1. Introduction

- 1.1 For Local Authorities, responsible financial management is critical to enable the delivery of the necessary infrastructure to supports its Local Plan. The Council has a duty to ensure that income is maximised and that all monies are collected effectively for the benefit of our residents. Effective debt management is crucial to the success of any organisation. It is essential that the Council has clear policies and procedures to manage the recovery of debt.
- 1.2 An important source of income in regards to the funding of infrastructure is the Community Infrastructure Levy, which is charge placed on development, such as new homes and extensions to homes according to their floor area. The CIL regulations are very procedural and the process of debt collecting is set out in this document.

2. Collection and initial recovery process

- 2.1 CIL becomes due upon commencement of development. However, providing the correct procedures have been followed, the charge will be paid by instalments in line with the [Council's instalment policy](#).
- 2.2 Whenever an instalment becomes due, the Council sends out a reminder to the party which is liable for the CIL charge. This reminder is not a legal requirement. However, it shows proactive engagement from the Council and reduces the number of payments that become 30 days overdue.

- 2.3 If no payment has been received within 30 days of the due date, a surcharge of 5% and late payment interest is added to the outstanding amount. If a payment becomes six months overdue, another surcharge of 5% and late payment interest is added. A final surcharge of 5% and late payment interest is added when the charge becomes 12 months overdue. This approach is mandatory as set out in CIL regulations 85 and 87.
- 2.4 Final Reminder Notices are issued at least 7 days after the last notice where arrears still exist.
- 2.5 If the customer fails to adhere to the final Reminder Notice, the Council will summons them to the Magistrates Court and make an application for a Liability Order. Without this Order, the Council cannot take further enforcement action to collect the debt and protect the Council's interests.
- 2.6 Summonses will be issued at least 18 days after the final Reminder Notice, where there remains a balance outstanding. Costs for the issue of the Summons are added to the account. The Council will withdraw the Summons if full payment has crossed with the issue of the Summons.
- 2.7 Application will be made to the Magistrates Court for the issue of a Liability Order at least 14 days after the issue of the summons where:
- There is a summonsed balance outstanding;
 - The case has not been adjourned to a later date;
 - The Summons has not been withdrawn.
- 2.8 Where only the Summons cost remains outstanding the Council may not consider it to be appropriate or cost effective to pursue collection. However, where payment of a summons is received without costs, a letter will be issued to the customer advising them that the costs remain unpaid and that the Council will continue with the application for a Liability Order if payment of the costs is not received. A decision to pursue collection will be decided on an individual basis, having regard to the circumstances and history of the account.

3. Enforcement Action

- 3.1 A Liability Order gives the Council various powers to enforce payment.

Taking Control of Goods

- 3.2 This option allows County Court Certificated Enforcement Agents (previously known as Bailiffs) to remove and sell certain goods owned by the customer (within England and Wales). Fees are chargeable and specified within the Taking Control of Goods Regulations 2013 (TCOG). Accounts in arrears are passed to the Enforcement Agents where a balance remains outstanding and no payment arrangements have been agreed.

3.3 The primary aim of the Enforcement Agent should be to collect the full payment of the debt. If they are unable to do this because of financial or personal circumstances of the customer, realistic repayment arrangements can be agreed to.

3.4 Where the Council employs the services of external Enforcement Agents, all companies acting on behalf of the Council must adhere to regulations set out in TCOG. A code of practise which outlines the way that internal Enforcement agents or external Enforcement agent companies collecting debts on behalf of the council should conduct themselves can be found in the Council's Revenues and Housing Support Services Recovery Policy. The aforementioned policy also includes a table of fees and charges that can be raised by the Enforcement Agents.

Charging Order

3.5 Where Liability Orders have been granted for an aggregate amount of £1,000 or more it is possible to apply to the County Court for a Charging Order to be placed upon the customer's property until the debt is discharged or the property is sold. Consequently, the Council may have to wait a considerable period of time before any payment is actually obtained.

3.6 Generally, making an application for a Charging Order will only be considered when other methods of recovery have proved unsuccessful and there is sufficient information available to recommend this course of action. A Charging Order only acts as a charge on the customer's property. It is the Council's intention to apply and enforce Charging Orders where the debt is large enough to meet legislative criteria (£1,000) and where there is on-going default.

Enforcement of local land charges

3.7 All CIL liabilities are registered as a local land charge against the land the development is located on. The CIL legislation contains provisions the recover CIL charges from the landowner if it has been unable to collect the funds from the liable party.

3.8 Where Liability Order have been granted for an aggregate amount of £2,000 or more it is possible to apply to the County Court for consent to enforce the local land charge.

Insolvency

3.9 Where a customer owes a debt that is over a prescribed amount (currently £5,000), insolvency action may be instigated. There are two types of insolvency action that may be taken which are personal (Bankruptcy) and company (Liquidation).

3.10 Where the customer is made insolvent or subject to a voluntary arrangement any CIL charges due to the Council prior to the date of the insolvency will be included and

claimed in full within the insolvency. This effectively stops any alternative recovery action being taken to recover the debt.

- 3.11 Where the CIL liability is in joint names and only one of them has been made Bankrupt the Council can still pursue the second named person for the outstanding liability; however, consideration should be given to the likelihood of the Council recovering the debt from that person. If they are unlikely to be able to discharge the debt the debt should be submitted under the Bankruptcy Order.
- 3.12 Insolvency proceedings are fairly expensive to undertake with fees having to be paid to the County Court. Whilst these fees form part of the sum due to the Council from the customer, there is no guarantee of being able to recoup either the fees or the debt from the insolvency. Due to the nature of this course of action, no insolvency proceedings will be instigated without prior consultation with the relevant portfolio holder and authorisation and approval of a senior manager.

Commitment to Prison

- 3.13 Where it has not been possible to collect the debt through any of the remedies detailed in this policy, the customer will be summonsed to court where any enquiry will be made as to their means and conduct with regard to the non-payment.
- 3.14 Making such an application for a commitment to prison for non-payment must continue to be a last resort and therefore, all other alternative recovery action should be considered right up to the Court hearing date.
- 3.15 The Council will carefully consider the appropriateness of each case taking into account the individual personal and financial circumstances of the customer in consultation with the relevant portfolio holder.
- 3.16 Any case recommended for committal action must be authorised by a senior manager in partnership with a Legal Executive as the committal process is very labour intensive and therefore a costly recovery tool with varying degrees of success.

Agenda Item 11



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 SEPTEMBER 2024
Subject	COUNCIL PRIORITY AND SERVICE PERFORMANCE REPORT – 2024-25 QUARTER ONE
Wards affected	All
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, Chief Executive Email: robert.weaver@cotswold.gov.uk
Report author	Alison Borrett, Senior Performance Analyst Email: democratic@cotswold.gov.uk
Summary/Purpose	To provide an update on progress on the Council’s priorities and service performance.
Annexes	Annex A - Corporate Plan Action Tracker Annex B - Council Priorities report Annex C - Performance indicator report
Recommendation(s)	That Cabinet resolves to: I. Note overall progress on the Council priorities and service performance for 2024-25 Q1.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services • Responding to the Climate Emergency • Delivering Housing • Supporting Communities • Supporting the Economy
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Cotswold District Council retained senior managers, Publica Directors, Assistant Directors, Business Managers, Service Managers and Service Leads.



1. BACKGROUND

- 1.1 A high-level commissioning statement was approved by Cabinet in January 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica must ensure that it provides the necessary information to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. In essence, Publica as contracting agent for the Council must ensure that the Council has sufficient information to challenge the performance of services provided by Publica and others. A similar approach is taken in relation to financial performance data, which will be presented to the Chief Executive and the Chief Finance Officer; and where it will be for the Chief Finance Officer to advise in terms of assurance.
- 1.2 The Council's Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.

2. COUNCIL PRIORITY REPORT

- 2.1 The Council adopted Our Cotswolds, Our Plan 2024-28 ('the Plan') in January 2024. The Plan sets out the Council's Aim, and key priorities, and sets out the key measures of success.
- 2.2 Progress on key actions identified in the Corporate Plan for Q1 include:

Delivering good services

- Works are largely complete for the leasing of the spare office space at Trinity Road, although BT is still trying to resolve a fault in the line. Occupation by Watermoor Point was delayed due to the temporary use of the space for election preparation; however, the space is due to be handed over in July.
- The detailed transition plan, building on the recommendations from the Local Partnerships report, has been finalised and was presented to and approved by Cabinet and Full Council in July.
- The Asset Management Strategy was presented and approved by Cabinet in May. The Council has adopted the strategy and instructed its consultants, Carter Jonas, to review its existing assets in line with the strategy.

Responding to the climate emergency

- On street residential charge point scheme (ORCS) funding has been secured for last tranche of installations for Electric Vehicle Charge Points, with the business case approved at July Cabinet recommending site allocation. Work to prepare for the installations is underway to ensure Distribution Network Operator (DNO) connections can be secured within the required timeframes.
- Terms of reference are currently under development to create a Climate Board.



- Options to optimise the delivery of high-quality retrofit support are currently being explored and considered. A successful Gloucestershire-wide consortium bid to the South West Net Zero Hub (SWNZH) has enabled the Council to employ a retrofit engagement officer. Additionally, the Council is contributing to the development of a Gloucestershire-wide retrofit support offer through the Climate Leadership Gloucestershire (CLG) partnership.
- The partial Local Plan update to prioritise environmental sustainability is ongoing with the public consultation held on the draft Local Plan policies from 1st February to 7th April. Consultation responses are now under review, and further supporting evidence is being gathered for the final version of the plan prior to submission to the Planning Inspectorate.

Delivering Housing

- New Strategic Housing Manager was appointed in May and work has begun exploring alternative models and financing for additionality, along with seeking partnerships to support the Council's ambitions.
- Monitoring of housing needs continues, with recent increases in homelessness across local authorities. Housing is collaborating with Strategic Housing to secure more long-term temporary accommodation and is also working with local businesses to boost short-term options. A potential property in Cirencester is currently under review for suitability.
- The Cotswold Housing First project is praised countywide as a model of success, with outcomes exceeding national averages. The Housing Team is collaborating with Bromford and P3 to maintain this success. Currently, 6 individuals are accommodated, with external funding awarded to P3 for 2 additional spaces, bringing the total to 8, with referrals currently being considered.
- A Planning Application for the zero carbon affordable housing development in Down Ampney was submitted in June.

Supporting communities

- A Town and Parish forum event was originally scheduled for 19th June, but postponed due to General Election and was rescheduled for 16th July with a focus on health interventions.
- The sewage summit took place on 8th July at the Corinium Museum in Cirencester, with all three water companies—Thames Water, Severn Trent Water, and Wessex Water—in attendance, along with the Environment Agency and representatives from Earth Watch. A report on the summit is expected to be presented to the Council in September.
- On going collaboration with Life Cycle has enabled a further 10 new community bike stands to be installed across the District with funding available for a final 14 stands.



- Gloucestershire Rural Community Council (GRCC) have appointed a new officer to support the flood warden programme with an initial focus on consolidating the scheme, and ensuring registered flood wardens are still active.
- Site meetings have been held with Gloucestershire County Council and Cotswold Lakes Trust to discuss the design details for a new crossing on the Spine Road.
- The Spring Round for Crowdfund Cotswold closed in April with one early submission quickly meeting its target and a further six projects as part of the main round, collectively worth over £110k. Four projects were awarded a total of £23,000 grant, with two deferred. As of 1 July, one of the four has already hit its funding target.
- The 'Getting Connected' courses for digital inclusion have positively impacted over 60 older adults, with notable participation in Bourton on the Water, Fairford, and Tetbury, where attendees have formed social groups and increased digital inclusion.

Supporting the economy

- Officers continue to work with businesses from key sectors, including agritech, cyber/digital, and sustainable aviation, to promote employment opportunities. Discussions with key stakeholders about promoting apprenticeship opportunities are ongoing, and a campaign is planned once the new government's intended changes to apprenticeships have been announced.
- A legal agreement between Cotswold District Council and Gloucestershire County Council has been agreed to deliver a programme of activities using grant funding from the Shared Prosperity Fund to help those furthest from the employment market.
- Three UK Shared Prosperity Fund (UKSPF) funded projects are underway. The first project aims to identify and promote businesses as Sustainability Champions. The second project is focused on encouraging the development of new experiences. The third project aims to enhance and add new functionality to the Cotswolds tourism website (www.cotswolds.com).
- The report for the update to the Green Economic Strategy is being finalised and is expected to be presented to Cabinet in October with a draft strategy for consultation, with the aim of bringing a final version to Cabinet in December/January.

- 2.3 Off target actions of the Corporate Plan behind schedule at the end of Q1 are detailed below. Whilst this report is a retrospective account of progress in Q1, where possible, the current status is also included for assurance.

Delivering good services

Instigate second phase of activity to replace worn and damaged street nameplates

Q1 update: Following a review of processes and signs currently completed and pending, roll out of a further 71 replacement street signs has now been agreed and a delivery plan is being prepared by Ubico.



Current Status: The delivery plan is ongoing, with necessary checks on underground services required for any civil works as part of health and safety requirements. A meeting is scheduled for early September to review progress.

Responding to the climate emergency

Explore the business cases for the installation of solar panels on Council owned assets.

Update: The installation of solar panels at Trinity Road has commenced with the battery pack and controls having been installed. Scaffolding will be erected in July for the installation of PV panels, which will be completed in phases to limit on site disruption. Terms have provisionally been agreed with New Brewery Arts and a Power Purchasing agreement is being prepared by legal, however, final agreement is not yet in place.

Current Status: The Solar PV and battery installation at Trinity Road is nearly complete and is expected to be commissioned by September, if not sooner. Work is ongoing to assess other council-owned assets for potential installation.

- 2.4 An overview of progress against all actions in the Corporate Plan is attached at Annex A and the Council Priority highlight report is attached at Annex B.

3. SERVICE PERFORMANCE

Overall, the Council's performance for the quarter has been largely positive, with notable progress in Collection Rates, Planning Determination Times, and Gym Memberships. Customer Satisfaction continues to be strong, with the Council topping the Gov Metric league table in May. However, the number of missed bins per 100,000 collections and the percentage of high-risk food premises inspected within target timescales are showing a negative trend.

3.1 Service performance above target:

- Percentage of Council Tax Collected (Tracking Well Toward Achieving the Year-End Target. 33.75% collected in Q1)
- Percentage of Non-Domestic Rates Collected (Tracking Well Toward Achieving the Year-End Target. 29.12% collected in Q1)
- Processing times for Council Tax Support Change Events (4 days against a target of 5 days)
- Customer Satisfaction (99% against a target of 90%)
- Building Control Satisfaction (100% against a target of 90%)
- Percentage of major planning applications determined within agreed timescales (100% against a target of 70%)
- Percentage of minor planning applications determined within agreed timescales (90% against a target of 65%)



- Percentage of other planning applications determined within agreed timescales (85% against a target of 80%)
- Percentage of Planning Appeals Allowed (cumulative) (21% against a target of 30%)
- Percentage of official land charge searches completed within 10 days (91% against a target of 90%)
- Number of affordable homes delivered (cumulative) (29 delivered against a target of 25)
- Percentage of high risk notifications risk assessed within 1 working day (100% against a target of 90%)
- Residual Household Waste per Household (kg) (88.74 against a target of 97)
- Number of gym memberships (3,823 against a target of 3,700)
- Number of visits to the leisure centres (113,340 visits against a target of 112,000)

3.2 Service Performance below target:

Processing times for Council Tax Support New Claims (22 days against a target of 20 days) and Housing Benefit Change of Circumstances (6 days against a target of 4 days)

Although the Council is currently above target for processing times, there has been an improvement compared to the same period last year, with processing times decreasing by approximately 7 days for Council Tax Support New Claims and 6 days for Housing Benefit Change of Circumstances.

(Processing times for Council Tax Support Change Events however remains well within the target of 5 days.)

The Resolution: Q1 commenced with the usual small backlog of work for changes in circumstances at the end of Q4 due to end-of-year processing, which is expected to be cleared over the next few weeks. The reduction in HB Change applications means that any delay in assessing an application due to outstanding evidence has a more noticeable impact on the average processing days. Additionally, the managed migration of HB to Universal Credit commenced in April, with some minor glitches reported in the system. While the migration was planned in stages, some stages have been brought forward, which will further decrease the number of changes received and may potentially increase processing times.

Percentage of Housing Benefit overpayment due to LA error/admin delay (0.71% against a target of 0.35%)

The Council has exceeded its target for this quarter, largely due to a significant overpayment identified by officers early in the period. At the time of writing, the overpayment percentage stood at 0.56%. While this figure is gradually decreasing each week, it is anticipated that levels will remain above the target until Q3. Any penalties imposed by the Government for exceeding the target will be based on the end-of-year figures.

The Resolution: To address the issue of overpayments, the service is implementing several key measures. Approximately 20% of the Housing Benefit (HB) caseload is undergoing Quality



Assurance checks, with a focus on areas prone to high error rates, such as earnings calculations, to identify and correct errors before they lead to overpayments. Enhanced training and ongoing support are being provided to staff to ensure accurate and efficient processing of HB claims, reducing the likelihood of errors. The service is also refining internal processes to streamline HB assessments and minimise delays, including the implementation of automated systems where possible. Additionally, the Council is actively participating in the Department for Work and Pensions (DWP) Housing Benefit Award Accuracy (HBAA) initiative, which aims to combat fraud and error through close collaboration with the DWP.

The service remains aware of the potential impact of increased workloads on delays in processing HB changes, which could affect HB subsidy. These combined efforts are intended to reduce overpayments due to local authority errors and help ensure that the Council meets its targets in the upcoming quarters.

Percentage of FOI requests answered within 20 days (88% against a target of 90%)

In Q1, the Council answered 88% of FOI requests within 20 days, up from 83% in Q4, falling below the national target of 90%. Most FOI requests continue to be received by Development Management and Environmental, Welfare, and Revenue Services. To reduce the number of information requests, the Council is reviewing the information currently available on its website and aims to publish additional guidance and Frequently Asked Questions.

Percentage of high risk food premises inspected within target timescales (69% against a target of 95%)

During Q1, The Council completed 9 out of 13 high-risk food inspections within the target timescale.

The Resolution: Despite high-risk work being prioritised, the team experienced resourcing challenges during Q1, resulting in some inspections missing the target deadlines. To address this and enhance overall performance, the target deadline for inspecting high-risk food businesses has been advanced by 28 days. This proactive measure provides management with additional time to address any outstanding inspections before the original deadline, ensuring that all high-risk inspections are carried within the target timescales. To further support the team and mitigate the effects of these resourcing challenges, extra resource has been brought in to assist with the workload. As a result, the previously missed inspections have now been completed.

High-risk work is naturally prioritised, which can have an impact on lower-risk scheduled inspection rates. To improve the management of these inspections, the service has implemented a useful dashboard. This tool is instrumental in monitoring team performance and tracking the progress of lower-risk inspections, ensuring that they are not overlooked despite the focus on higher-priority tasks. With these combined efforts, the service aims to maintain a balanced approach to inspections, addressing both high- and low-risk areas effectively.



Missed bins per 100,000 Collections (141 against a target of 80)

The Council experienced a notable increase in missed bins in comparison to last quarter and the same period last year.

The Resolution: The rise in missed bins this quarter is primarily due to challenges with Garden Waste collections, which experienced a high number of missed pickups, particularly in June. To address these issues, additional training has been provided for the affected crews, supported by increased supervisory presence, and the optimisation of collection rounds is expected to improve performance.

Furthermore, the recent reorganisation of collection routes, which affected approximately 60% of households, has contributed to the increase in missed bins. Although this reorganisation only impacted five days of QI, it has caused significant disruption as crews adapt to the new routes. The effects of this disruption continued into July and August, resulting in elevated levels of missed collections.

To manage and mitigate these issues, the service has implemented daily stand-up meetings with both the internal team and Ubico. These meetings focus on addressing current problems, tracking performance, and ensuring timely resolution of ongoing issues. As a result of these efforts, the number of missed collections is gradually decreasing. Further improvements are anticipated as crews become more familiar with the new routes and optimisation strategies take effect.

The team remains dedicated to closely monitoring the situation and taking additional steps as needed to ensure reliable and efficient waste collection going forward.

3.3 A full performance report is attached at Annex C.

3.4 As previously agreed, where possible, broader benchmarking has been included in the full performance report to gain a more robust and insightful evaluation of performance. Where benchmarking data is not currently available or outdated, this is noted, and further investigations will be undertaken to look at options.

4. OVERVIEW AND SCRUTINY COMMITTEE

This report will be reviewed by the Overview and Scrutiny Committee at its meeting on 2 September 2024. The draft minutes of that meeting will be circulated to all Members and any recommendations from the Committee will be reported to the 5 September 2024 Cabinet meeting.

5. FINANCIAL IMPLICATIONS



5.1 There are no direct financial implications from this report.

6. LEGAL IMPLICATIONS

6.1 None specifically because of this report. However, a failure to meet statutory deadlines or standards in some services may expose the Council to legal challenge and/or financial liability.

7. RISK ASSESSMENT

7.1 Contained in this report.

8. EQUALITIES IMPACT

8.1 None

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 Contained in this report.

10. BACKGROUND PAPERS

10.1 None

(END)

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Our Cotswolds, Our Plan: Action Plan 2024 Update - Progress by end of Q1 2024-2025

Green	On target
Amber	Off target but action being taken to ensure delivery (where this results in a reviewed target date, this is made clear in the table)
Red	Off target and no action has yet been agreed to resolve the situation
Complete	Action completed
Not Scheduled to Start	
Cancelled	
On Hold	

Objectives	Priorities	Actions	Commencement	Target Date	Cabinet Member, Lead officer(s)	RAG Rating	Comment for Q1	
Delivering good services	Ensure our workforce can deliver for the council and our community	Deliver a programme to bring Council services back in-house, maximising responsiveness and democratic accountability	Nov-23	Projected timeframe of two years, until 2025	Cllr Joe Harris Robert Weaver	On Target	The detailed transition plan, building on the recommendations from the Local Partnerships report, has been finalised and was presented to and approved by Cabinet and Full Council in July.	
		Lease spare office space at Trinity Road	Dec-23	Jul-24	Cllr Mike Evemy Claire Locke Suzanne Barton		On Target	Works largely complete although BT are still trying to resolve a fault. Occupation by Watermoor Point (WP) has been delayed by the temporary use of the space for Election preparation but space should be handed to WP in July.
	Ensure effective oversight of our services, to ensure value for money and good standards	Review the waste service, and undertake an options appraisal	Dec-23	Jun-24	Cllr Mike Evemy David Stanley			
		Enhance our financial resilience and make best use of our assets	Continue to ensure that the Council's MTFS five year strategy reflects economic conditions and the government's funding settlement	Feb-24	Reviewed annually	Cllr Mike Evemy David Stanley	On Target	The Revenue Budget, Capital Programme, and Medium-Term Financial Strategy (MTFS) for 2024-25 were presented and approved at the Full Council Budget meeting in February 2024. To be reviewed in February 2025.
	Implement the Council's new asset management strategy and asset plans		Apr-24	Review April 2025	Cllr Mike Evemy David Stanley	On Target	The Asset Management Strategy was presented and approved by Cabinet in May. The Council has adopted the strategy and instructed its consultants, Carter Jonas, to review its existing assets in line with the strategy.	
	Play our part in maintaining and enhancing the public realm across the district	Instigate second phase of activity to replace worn and damaged street nameplates		Feb-24	Feb-25	Cllr Joe Harris	Off Target, but action being taken to ensure delivery	List has been reviewed and agreed, with all available budget now allocated. Ubico preparing full delivery plan.
						Claire Locke		
	Responding to the climate emergency	Reduce CO2 from Transport: We will actively encourage and support the transition to EVs and increased use of public and sustainable transport such as cycling and walking.	Develop and deliver an Electric Vehicle Charge Point Strategy	Jan-24	Jul-24	Cllr Mike McKeown Claire Locke	On Target	Business case will be submitted to Cabinet in July. Work to prepare for installations being progressed to ensure DNO connections can be secured within the required timeframes.
Work with partners to implement the Sustainable Transport Strategy			Adoption as part of the Local Plan - projected June 2025	Apr-28	Cllr Juliet Layton Charlie Jackson	Not Scheduled to Start During Quarter		

		June 2025		James Brain	Quarter	
	Taxi Transition - explore the opportunity for the creation of an EV Taxi policy	Apr-24	Nov-24	Cllr Mike McKeown Jon Dearing Mandy Fathers	On Target	The policy regarding Electric Vehicles (EV) for licensed vehicles is set to be reviewed later this year.
Cut Council Carbon Footprint, implementing sustainable practices in all council operations, emphasising energy efficiency and renewable energy adoption, across our buildings, fleet and suppliers.	Create a Climate Board, agree governance arrangements and key outcomes.	Jan-24	Review January 2025	Cllr Mike McKeown Olivia McGreggor	On Target	Terms of reference to be developed
	Support and promote community owned renewables initiatives	Dec-23	Review June 2024	Cllr Mike McKeown Olivia McGreggor	On Target	Workplan for new Climate Lead being created to outline priorities. Process to appoint Retrofit Officer underway.
Increase renewable energy generation within the district, ensuring local benefit	Explore the business cases for the installation of solar panels on Council owned assets.	Jan-24	Jul-24	Cllr Mike McKeown Claire Locke	Off Target, but action being taken to ensure delivery	Work has commenced at Trinity Road to install the Solar PV, with the battery pack and controls being installed. Scaffolding will be erected in July for the installation of PV panels, which will be completed in phases to limit on site disruption. Discussion progressing with New Brewery Arts but final agreement is not yet in place.
Champion initiatives to address the ecological emergency and nature recovery, focusing on reducing CO2 and conserving and enhancing the district's biodiversity and natural beauty.	Implement the new requirements around Biodiversity Net Gain (BNG)	Jan-24	Review July 2024	Cllr Juliet Layton Adrian Harding	On Target	Progress persists in the implementation of Biodiversity Net Gain (BNG), especially concerning the allocation of secured funds to fulfil necessary mitigation measures. The first mandatory BNG applications have been received and are presently under review. The primary focus has shifted towards decision notices, S106s and the legal support and capacity that is required.
	Continue to promote and deliver Cotswold Home Solar, in partnership with MakeMyHouseGreen	Jan-23	Review July 2024	Cllr Mike McKeown Olivia McGreggor	On Target	Cotswold Home Solar continues to be promoted and delivered
Reduce CO2 from Buildings: Foster community-led climate action, supporting residents and businesses adopting renewable heating and improving energy efficiency.	Consider the business case on optimising the delivery of high quality retrofit advice and support	Jul-24	Jul-25	Cllr Mike McKeown Cllr Juliet Layton Olivia McGreggor	On Target	Options to optimise delivery of high quality retrofit support are currently being explored and considered. A Gloucestershire-wide consortium bid was submitted to South West Net Zero Hub (SWNZH). This bid has been successful and CDC can employ a retrofit engagement officer. CDC are also contributing to creation of a Gloucestershire-wide retrofit support offer being developed through CLG (Climate Leadership Gloucestershire) partnership. Finally, CDC bid for funding from the MSC Foundation as part of a consortium. The bid was unsuccessful.
	Subject to proposed legislative changes, complete full review of the Local Plan	Jan-24	Jun-25	Cllr Juliet Layton Adrian Harding Matt Britton	On Target	CDC is currently partially updating its adopted Local Plan to make it green to the core. A consultation was held on the draft Local Plan policies between 1 February 2024 and 7 April 2024. Consultation responses are currently being considered and further supporting evidence is being produced before a final version of the Local Plan will be consulted on early in 2025. The Local Plan update will be submitted to the Planning Inspectorate before June 2025 for an Independent Examination in Public led by a government appointed Inspector.
Ensure our planning policies deliver our				Cllr Juliet Layton		

	Ensure our planning policies deliver our corporate priorities and promotes both carbon neutral development and infrastructure	Develop a new Cotswold Design Guide – building for the future in the Cotswolds	Sep-23	Sep-24	Adrian Harding Matt Britton	On Target	City Science have been commissioned to help deliver the new Cotswold Design Code (note guide!). A draft Design Code has been shared for comment. The final Design Code is currently being worked up.
		Work with Cirencester Town Council on the coordination of the Cirencester Town Centre Masterplan and the Cirencester Neighbourhood Plan policies	Jan-24	Review February 2024	Cllr Juliet Layton Adrian Harding Matt Britton	On Target	A consultation was held on the draft master plan between 1 February 2024 and 7 April April 2024. Consultation responses are currently being considered, which will inform a more detailed version of the masterplan. Mace, a highly experienced consultancy with a proven track record of delivering masterplans, have been appointed to assist with the delivery of the masterplan. CDC has also been working with Cirencester TC on their Neighbourhood Plan policies and comments have been provided on the draft NDP policies.
Delivering Housing	Working with our partners to explore innovative routes to deliver more affordable homes	Explore innovative approaches to housing delivery	Feb-24	Aug-25	Cllr Joe Harris Robert Weaver Alan Hope	On Target	New Strategic Housing Manager appointed in May and work has begun exploring alternative models and financing for additionality, along with seeking partnerships to support the Council's ambitions.
		Deliver an exemplar zero carbon affordable housing development in Down Ampney	Dec-23	Apr-28	Cllr Joe Harris Robert Weaver Claire Locke	On Target	Planning application submitted so awaiting outcome.
	Understanding everyone's housing needs	Support refugees to retain adequate housing	Jul-23	Review March 2025	Cllr Joe Harris Jon Dearing Caroline Clissold	On Target	This is an ongoing situation with the Housing Team working with s151's and our countywide partners to ensure that no refugee is left to rough sleep.
		Continue to monitor housing needs, using Homeseeker Plus, to inform housing strategy and implementation	Jan-24	Mar-25	Cllr Joe Harris Jon Dearing Caroline Clissold	On Target	Monitoring housing needs is ongoing with recent increases in homelessness noted. Causes for these increases are varied, but homelessness is rising in most local authorities, leaving more households competing for the same amount of available affordable accommodation. Housing is working with Strategic Housing to source additional long term temporary accommodation as well as working with local indepenant business to increase the supply of short term accommodation. A possible suitable property in Cirencester has recently come onto the market and is currently being investigated for viability.
					Cllr Joe Harris		The Cotswold Housing First project is recognised across the

		Continue to build on the success of the Housing First Project with a new county wide approach	Jan-24	Mar-25	Jon Dearing Caroline Clissold	On Target	county as being an exemplary example of how projects of this type should be approached. Successful outcomes are above national averages and the Housing Team continue to work closely with Bromford and P3 to ensure the continued success of this project. There are currently 6 individuals accommodated in Housing First, however external funding has been awarded to P3 to extend the offer to a further 2 clients, giving us 8 spaces in total. Referrals are currently being considered
	Adopting and implementing our new housing strategy	Consult and adopt the Council's new Housing strategy	Dec-23	Jun-24	Cllr Joe Harris Adrian Harding Matt Britton	On Target	
Supporting communities	Strengthen our links with town and parish councils and key stakeholders	Continue the annual programme of Town and Parish Council Forum engagement events	Jan-24	Jan-25	Cllr Joe Harris Angela Claridge	On Target	Event scheduled for 19th June, but postponed due to General Election. Now scheduled for 16th July, with focus on health interventions.
	Address the challenges of flooding and water quality and sewerage discharges	Identify opportunities to influence policy and host a sewage summit with the outcome being reported to the Council in May.	Jan-24	Oct-24	Cllr Lisa Spivey Phil Martin Matt Britton	On Target	The date for the sewage summit has now been finalised and will take place on the 8th July in the Corinium Museum in Cirencester. All 3 Water companies will be attending, along with the EA and representatives from Earth Watch. A report to Council will be present in September following the event.
		Identify gaps and bolster the Cotswold Flood wardens programme	Jan-24	Jun-24	Cllr Lisa Spivey Robert Weaver Phil Martin	On Target	After a year of recruitment and retention challenges, there is an officer in post. Her initial focus is on consolidating the scheme, and ensuring registered flood wardens are still active - at the end of June /early July this exercise is ongoing, but there are confirmed roles in Bourton-on-the Water, Bledington, Cirencester (2), Lechlade, Evenlode, Moreton-in-Marsh (2), Bibury(2) and Southrop.
	Enhance connectivity, and biodiversity in the Cotswold Water park	Continue to work with Gloucestershire County Council on the creation of a safe crossing of the Spine Road	Jan-24	Review in January 2025	Cllr Juliet Layton Andy Barge Philippa Lowe	On Target	Site meetings have been held with Gloucestershire County Council and Cotswold Lakes Trust regarding the design detailing for a new crossing. COMF moneys are funding the final stage of the design work and then a decision will need to be made on progressing towards delivery. There remains the opportunity to access UKSPF/REPF and CIL to enable the works.
		Install cycle racks, in consultation with the local community	Jan-24	Mar-25	Cllr Juliet Layton Andy Barge Philippa Lowe	On Target	On going collaboration with Life Cycle has enabled a further 10 new community bike stands to be installed with funding available for a final 14 stands.
		Work with partners to embed the Nature Recovery Plan for the Waterpark	Jan-24	Review every six months	Cllr Juliet Layton Adrian Harding Sophia Price		
	Embed Healthy Homes Act into the Cotswold Design Code	Jun-25	Jun-25	Cllr Juliet Layton Adrian Harding	Not Scheduled to Start During Quarter		

Healthy place making through the Local Plan	Introduce a requirement for Community Access Defibrillators in new developments	Jun-25	Jun-25	Cllr Juliet Layton Adrian Harding	Not Scheduled to Start During Quarter	
	Focus on green infrastructure, to enhance biodiversity and community wellbeing	Jun-25	Jun-25	Cllr Juliet Layton Adrian Harding	Not Scheduled to Start During Quarter	
Develop and deliver a District Council cultural strategy	Commence development of the cultural strategy	Feb-24	Sep-24	Cllr Paul Hodgkinson Andy Barge Jacqueline Wright	On Target	
Encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing	Continue to deliver an asset based community development approach	Jan-24	Apr-28	Cllr Lisa Spivey	On Target	<p>Ongoing engagements with community groups, such as the Chesterton Community Project Group, Bromford Housing, and The Salvation Army, aiming to enhance resilience and improve residents' health. The 'Getting Connected' courses for digital inclusion have positively impacted over 60 older adults, with notable participation in Bourton on the Water, Fairford, and Tetbury, where attendees have formed social groups and increased digital inclusion.</p> <p>Planning is complete for the 'DIGI DAY' project in 2024, designed to further support digital knowledge through expert guidance. Successful engagement at the St. Lawrence Church Chesterton Afternoon Tea and Chesterton Primary School Family Hub drop-ins has provided insights into resident needs and improved support for families.</p> <p>Improvements to Argos Alleyway are near completion, transforming it into a safer, brighter space. Community Fun Day events, planned with PCSO's, Bromford, Young Gloucestershire, and local schools, attracted over 300 attendees in Northleach, Stow, Moreton, and Bourton. The 'Big Dig Day' at Chesterton School fostered local family engagement and led to the formation of a gardening club.</p>
				Andy Barge Jacqueline Wright		
	Celebrate success - promote the work being done by partners across the district to inspire communities	Feb-24	Review August 2024	Cllr Claire Bloomer Andy Barge Jacqueline Wright	On Target	Planning for the Unsung Hero Awards has commenced. The scheme will be launched in July with first awards being awarded on September 25th at Full Council.
	Continue to promote community activity through Crowdfund Cotswold	Feb-24	Review August 2024	Cllr Lisa Spivey Andy Barge Joseph Walker	On Target	The Spring Round closed in April. There was one early submission which was quickly successful in meeting its target and six projects as part of the main round, collectively worth over £110k. Four projects were awarded a total of £23,000 grant, with two deferred. As of 1 July, one of the four has already hit its funding target
Monitor and review delivery of the District leisure contract with Freedom Leisure	Aug-23	Aug-25	Cllr Paul Hodgkinson David Stanley Andy Barge	On Target	Regular meetings have been scheduled to review performance and to identify and mitigate any risks.	

	Promote healthy lifestyles, fun and self-care for all ages	Continue to deliver the Healthier District and Connected Communities objectives and priorities set out in the Active Cotswolds Action Plan, and implement the Playing Pitch Strategy's action plan.	Jan-24	Review January 2025	Jacqueline Wright Cllr Paul Hodgkinson Angela Claridge Andy Barge Jacqueline Wright	On Target	Please see Active Cotswold Programme for updates
		Work with partners to develop a consistent, countywide approach to identify opportunities to support to care leavers	Jun-24	Review December 2024	Cllr Paul Hodgkinson David Stanley Andy Barge Jacqueline Wright	On Target	Through Intergrated Locality Partnership (ILP) funding we have enabled Gloucestershire Young Carers and The Door to offer further support via a safe gaming platform with remote access to youth workers. Further youth clubs are also now in place for young carers.
Work with partners to ensure vital services cover the district, and offer support to our residents if crises hit	Continue to be a proactive member of the Cotswold Food Network Steering Group and support initiatives under the network's umbrella	Jan-24	Review January 2025	Cllr Claire Bloomer	Andy Barge Jacqueline Wright	On Target	The Community Support Food Sustainability Officer role has continued to invigorate partner organisations interested in supporting people to grow their own food and access food support. A second meeting targeting Food Provision Support, in July, brought together 30 attendees looking at working better together and sharing good practice, across the district. We've brought key organisations together to look at better uses of data, to prioritise the most important issues. Our next meeting is scheduled for October. Through ILP funding, via the SLC's fund, we've also allocated funding to support the development of Food Provision working group workshops, mapping, data capacity and a feasibility study, alongside a community grant scheme.
	Continue to work with the NHS Integrated Locality Partnership to support youth mental health	Jan-24	Review January 2025	Cllr Claire Bloomer Andy Barge Jacqueline Wright	On Target	The Integrated Locality Partnership (ILP) continues to support reducing health inequalities and working with us on the distribution of the Strengthening Local Communities (SLC) funding, targeting frailty, reducing isolation and providing youth support. Coordinating priorities of the ILP/Voluntary, Community and Social Enterprises (VCSE).	
	Maintain a multi-service response to the cost of living crisis, and other challenges to community wellbeing	Jan-23	Review January 2025	Cllr Claire Bloomer Claire Locke Jacqueline Wright	On Target	Utilising the connections to our partner organisations via the Cotswold Community Network (CCN) meetings and our district lead role with the Holiday Activities and Food programme (HAF), we support all ages in accessing support during the cost of living crisis.	
	Continue to raise the profile of the Community Safety Partnership to reduce the fear of crime and ensure residents know how, and where, to get support	Feb-24	Review February 2025	Cllr Lisa Spivey	Andy Barge Jacqueline Wright	On Target	The Cotswold Community Safety Partnership (CCSP) continue to work with their new Action Plan. The Police and Crime Commissioner has been re-elected with a similar list of priorities going forward including improvements to road safety, particularly older drivers.
				Cllr Lisa Spivey/Cllr Claire Bloomer			

	Keep residents safe, through awareness raising around domestic abuse and fraud	Deliver Rural Domestic Abuse Champions programme in partnership with other rural Gloucestershire districts and Gloucestershire Domestic Abuse Support Services	Feb-24	Mar-25	Andy Barge Jacqueline Wright	On Target	GDASS continue to offer a large number of training dates, attended online, with an aim to train employees at Cotswold and our partner organisations.
		Train frontline staff to identify Domestic Abuse and review internal processes to recognise and support victims of abuse	Feb-24	Jul-24	Cllr Lisa Spivey/Cllr Claire Bloomer Andy Barge Jacqueline Wright	On Target	GDASS continues to offer training sessions to increase the number of Rural Domestic Abuse Champions, in the district. Training is being rolled out to CDC staff, Members and Town and Parish Councillors.
		Coordinate activity under Home Office's safer Streets Fund to tackle Anti-Social Behaviour and violence against women and girls	Feb-24	Review February 2025	Cllr Lisa Spivey Andy Barge Jacqueline Wright	On Target	Violence against Women and Girls(VAWG) and reducing anti social behaviour continues to be a priority. We have added Serious Violence Duty (SVD) to our CSP plan and remain the lowest area in the county. Using information from the Gloucestershire SVD dashboard VAWG numbers in the district have dropped slightly from last year. The Safe Places scheme gives all residents a safe place to go to, in Cirencester and Bourton, with new venues being added gradually as we go through the summer months.
Supporting the economy	Work with partners to develop the skills of our residents	Work with key sectors to create new highly skilled jobs, through promotion of apprenticeship opportunities	Feb-24	Apr-28	Cllr Tony Dale Philippa Lowe Paul James	On Target	Officers continue to work with businesses from key sectors, including agritech, cyber/digital and sustainable aviation to promote employment opportunities. Discussions have taken place with key stakeholders about how to promote apprenticeship opportunities. A campaign will be launched once the new Government's intended changes to apprenticeships have been announced.
		Deliver a programme of activities in year 3 of the Shared Prosperity Fund to help those furthest from the employment market	Apr-24	Mar-25	Cllr Tony Dale Philippa Lowe Paul James	On Target	Being delivered through Gloucestershire County Council's Employment and Skills Hub Outreach programme. Output and outcome targets have been agreed. A legal agreement between the two councils has been agreed and is in the process of being executed.
	Attract and manage investment to boost the local economy	Consider the results of the digital and green survey of community buildings, and enable improvements through Rural England Prosperity Fund	Apr-24	Mar-25	Cllr Tony Dale Philippa Lowe Paul James	On Target	Three projects funded by the REPF grant scheme for village halls have been completed. A grant panel to make recommendations on several other applications is due to be held on 10th July.
		Continue to deliver against the six priorities set			Cllr Tony Dale		Three UKSPF funded projects are now underway: one to identify and promote businesses as Sustainability champions: one to

	<p>Support local businesses and farms, to enhance the vibrancy of our towns and villages, and to manage the opportunity and impact of the visitor economy</p>	<p>Continue to deliver against the six priorities set out in the Cotswold Tourism destination management plan</p>	Jan-24	Mar-25	Philippa Lowe Chris Jackson	On Target	<p>and promote businesses as sustainability champions; one to encourage the development of new experiences; one to bring enhancements and new functionality to the tourism website (www.cotswolds.com)</p>
		<p>Continue to support the Local Visitor Economy Partnership, to ensure better coordination of tourism activity and delivery against national growth targets</p>	Jan-24	Review January 2025	<p>Cllr Tony Dale</p> <p>Philippa Lowe Chris Jackson</p>	On Target	<p>Seven workstreams have been agreed by the partnership, each with an agreed action plan: these include two sustainability strands (one on transport & active travel, the other on business practices & biodiversity), business support and travel trade.</p>
	<p>Work with local and county partners to grow a strong and sustainable economy</p>	<p>Undertake a refresh of the Green Economic Strategy</p>	Feb-24	Apr-24	<p>Cllr Tony Dale</p> <p>Philippa Lowe Paul James</p>	On Target	<p>A report will be brought to Cabinet in October with a draft strategy for consultation, with the aim of bringing a final version to Cabinet in December/January.</p>
		<p>Continue to support the development of the Royal Agricultural University's Innovation Village</p>	Jan-24	Jan-25	<p>Cllr Tony Dale</p> <p>Philippa Lowe Paul James</p>	On Target	<p>The outline planning application has been validated now and will work its way through the process. In parallel, officers and the cabinet member continue to work with the RAU on related issues, including funding opportunities.</p>
		<p>Continue to work with The Growth Hub to support existing businesses and encourage the growth of start-ups, with a focus on the outreach provision supported by the Shared Prosperity Fund</p>	Jan-24	Mar-25	<p>Cllr Tony Dale</p> <p>Philippa Lowe Paul James</p>	On Target	<p>Funding for 2024-25 was approved by the Chief Executive and Cabinet Member in line with the Cabinet resolution. Officers meet monthly with representatives from the RAU/Growth Hub to monitor progress against outputs/outcomes and are confident the targets will be achieved. The Outreach Navigators continue to work across the district and have held a number of events and discovery meetings at the Moreton Area Centre, which are being well-supported.</p>



COTSWOLD
DISTRICT COUNCIL

COUNCIL PRIORITIES REPORT
April 2024 - June 2024

Our Cotswolds, Our Plan 2024-28

Our Ambition

To tackle some of the big challenges faced by our residents while providing a good level of key services.

Our Priorities



**Delivering Good
Services**



**Responding to the
Climate Emergency**



Delivering Housing



**Supporting
Communities**



**Supporting the
Economy**

Executive Summary Highlights

- On street residential charge point scheme (ORCS) funding has been secured for last tranche of installations for Electric Vehicle Charge Points, with the business case approved at July Cabinet recommending site allocation. Work to prepare for the installations is underway to ensure Distribution Network Operator (DNO) connections can be secured within the required timeframes.
- The Asset Management Strategy was presented and approved by Cabinet in May. The Council has adopted the strategy and instructed its consultants, Carter Jonas, to review its existing assets in line with the strategy.
- The new Strategic Housing Manager was appointed in May and work has begun exploring alternative models and financing for additionality, along with seeking partnerships to support the Council's ambitions.
- The Planning Application for the zero carbon affordable housing development in Down Ampney was submitted in June.
- The sewage summit took place on 8th July at the Corinium Museum in Cirencester, with all three water companies—Thames Water, Severn Trent Water, and Wessex Water—in attendance, along with the Environment Agency and representatives from Earth Watch.
- The 'Getting Connected' digital inclusion courses have positively impacted over 60 older adults, with significant participation in Bourton on the Water, Fairford, and Tetbury, where attendees have formed social groups and boosted their digital skills.
- The Spring Round for Crowdfund Cotswold closed in April with one early submission quickly meeting its target and a further six projects as part of the main round, collectively worth over £110k. Four projects were awarded a total of £23,000 grant, with two deferred. As of 1 July, one of the four has already hit its funding target.
- The Unsung Hero Awards scheme, designed to recognise the efforts of volunteers across the district who dedicate their time to helping others, was launched in July. The first awards will be presented on September 25th at Full Council.

Delivering Good Services



The Context

As a council, our purpose is to provide vital services to our residents, businesses, and visitors. The council is committed to delivering services effectively and efficiently, ensuring they reflect our dedication to addressing climate change and offering value for local taxpayers. The council's services will uphold high standards and deliver value for money. We will collaborate with our contractors and partners, including town and parish councils, to sustain valuable services and contribute to the preservation of the Cotswolds environment that we all take pride in.

Actions we are taking

Implementation of projects highlighted in the for the Water Park have continued to focus on making it easier for people to walk and cycle around the area, dispersing visitors more widely and enabling people to be more physically active.

Some unspent funds from the Contain Outbreak Management Fund (COMF) were redirected to enable delivery of more new cycle stands, working alongside businesses and organisations with a focus on the Water Park Area.

Officers have been working with Gloucestershire County Council (GCC) and Cotswold Lakes Trust to complete a new cycle entrance into Neigh Bridge to ensure connection to the wider cycle network and ensure safe and easy access for cyclists.

The delivery of a safe crossing point on the Spine Road remains a priority and discussions and site meetings have been held with GCC and Cotswolds Lakes Trust to progress options for design detailing for a new crossing.

The first stage of finalising design is using funding allocated from the Contain Outbreak Management Fund (COMF). Once the commissioned design work is finalised a decision will need to be made regarding the split of funding from the UK Shared Prosperity Fund (UKSPF), Rural England Prosperity Fund (REPF) and Community Infrastructure Levy (CIL).

The overarching aim of the improvement work in the Planning service is to provide a trusted, inclusive and transparent planning service. In that regard, performance improved markedly and the Government has confirmed that it no longer is minded to consider designating the Council for poor performance. Following the work already undertaken on the pre-application service, validation checklist, fee schedule, communication with applicants and timeliness of communication at key stages of the process, the recent priority has been the reduction in backlogs in the enforcement function and designing and testing the new enforcement form. These have now been introduced and are expected to deliver a reduction in repeat customer contact and chasing, as well as a reduction in the number of non-breach cases from the improved online reporting facilities and back office triage. The main piece of work that has recently gone live is the new process associated with the requirements to deliver Biodiversity Net Gain (BNG) alongside the determination of Planning Applications.

The further improvement works arising from the Planning Advisory Service report and agreed upon by Cabinet have been added to the action plan, with delivery largely completed or on track. In light of the Council's decision to repatriate the Development Management function, some elements of the improvement programme have however, had to be abandoned or severely curtailed as they relied upon shared services and contracts.

Responding to the Climate Emergency



The Context

Nationally, the government's recent decision to extend deadlines for decarbonisation targets has sparked debates regarding its impact on the UK's progress towards net-zero emissions. While the shift in deadlines for ending the sale of new fossil-fueled cars and gas-fired boilers may not significantly alter industry trajectories, concerns persist regarding potential repercussions on the nation's climate commitments and international reputation as a leader in combating climate change. Professor Piers Forster, Chair of the Climate Change Committee, urges greater transparency from the government regarding the effects of these policy adjustments on future emissions and the likelihood of meeting targets.

In response to the Climate Change and Ecological Emergencies declared by the Council in July 2019 and a year later respectively, a comprehensive commitment to update the Local Plan in alignment with green principles has been established. This commitment is reinforced by national policies such as the Clean Growth Strategy and the UK Net Zero Strategy, signaling a broader governmental push towards environmental sustainability. Despite impending reforms to the English planning system, the Council remains steadfast in its efforts to update the Local Plan, anticipating a smoother transition facilitated by government arrangements.

Actions we are taking

The Council's Climate Emergency Strategy of September 2020 identified the Council's different spheres of influence over carbon emissions in the District. These range from relatively easier interventions with lower impact (e.g. direct and indirect control of the Council's own operations) through to relatively harder interventions with potentially much higher impact (e.g. enabling District-wide action and engaging with all stakeholders).

The update process, initiated following a unanimous resolution in June 2020, encompasses a thorough review of Local Plan policies to ensure alignment with evolving environmental priorities. Public consultations, notably the Regulation 18 consultation in 2022, have yielded valuable insights, shaping the emerging Local Plan. Digital engagement tools have facilitated broader community participation, including previously underserved demographics.

In parallel, the Council is fortifying its evidence base through various studies, encompassing green infrastructure, sustainability appraisals, and housing strategies. Noteworthy initiatives include the development of a Sustainable Transport Strategy and the ongoing Cirencester Town Centre Masterplan project, both pivotal in shaping future transport infrastructure and urban development.

'Direct Control' actions

The business case and Council investment decision for solar PV and battery storage at the Council's offices at Trinity Road, along with another tenanted site, were approved by Cabinet and Council in July 2023. Delays were encountered due to concerns over the weight of the panels and adjustments have been made to the original design, integrating the PV panels into the roof structure. The new design, incorporating a mix of the commonly used 'hook and rail' system, received approval

from both Planning and the Structural Engineer. Works started on site in July and are expected to be completed during August. Additionally, four dual electric vehicle charge points have already been installed in the Trinity Road car park, providing accessible charging facilities for the public.

‘Indirect Control’ actions

Waste and recycling collection, aside from being the Council’s single largest source of emissions, presents all councils with huge challenges and potential opportunities in the environment, the climate emergency, and digital services. While the bulk of waste collection vehicle replacements are scheduled for some years, attention is now turning to the potential for electrification of part of the waste collection fleet. The new leisure services operator is in place, and Capitol Grant Funding has been secured, which will enable the installation of further solar PV power on the Cirencester leisure centre, further reducing the cost of electricity for the site.

‘Place Shaping’ actions

Efforts are underway to bolster the evidence base for drafting climate policies within the Local Plan (LP) partial update, integrating feedback from the Regulation 18 public consultation and insights gleaned from examinations of other authorities' ambitious climate policies. Concurrently, sustainable transport consultants are aligning LP policies with findings from the District-wide Sustainable Transport Strategy research. Additionally, consultants have been tasked with updating the evidence base and formulating policies for renewable energy and sustainable construction, both integral components of the updated LP. However, progress on further installations of electric vehicle charge points in Council-owned carparks has been impeded by delays with contractors and Scottish and Southern Electricity Networks (SSEN). Despite setbacks, chargers at Trinity Road are now connected, with units planned for installation later this month. Furthermore, funding has been secured for the next tranche of installations under the On-street Residential Charge Point Scheme (ORCS), and a business case is currently in preparation.

‘District-wide enabling’ actions

Cotswold Home Solar was launched at the start of September and had strong initial interest. The communications team is working on ways to refresh and sustain a marketing campaign to make sure as many residents as possible can make use of the scheme. Retrofitting homes to reduce costs, energy consumption and carbon emissions is an essential component of national emissions reduction but remains a huge challenge. The announcements of the energy security strategy (Powering up Britain) include some measures that support home energy retrofit, but the national retrofit strategy, such as it is, remains the preserve of a non-statutory body (the Construction Leadership Council) and the national retrofit hub is in a very early stage of development. The increase in the Boiler Upgrade Scheme grant to £7.5k announced in September 2023 should encourage more households to fit low carbon heat pumps.

‘Engaging’ actions

This remains a very important part of the Council’s overall climate crisis response, and there is much work to do to help build confidence and momentum among all District-wide stakeholders, from residents to businesses and public sector bodies. We are now working on the creation of a District-wide network of individuals and organisations motivated by the climate challenge and researching user needs in order to provide real value, aiming to replicate the success of West Oxfordshire District Council’s ‘Green Light’ communications platform.

Options to optimise the delivery of high-quality retrofit support are currently being explored and considered. A successful Gloucestershire-wide consortium bid to the South West Net Zero Hub (SWNZH) has enabled the Council to employ a retrofit engagement officer. Additionally, the Council is contributing to the development of a Gloucestershire-wide retrofit support offer through the Climate Leadership Gloucestershire (CLG) partnership.

Delivering Housing

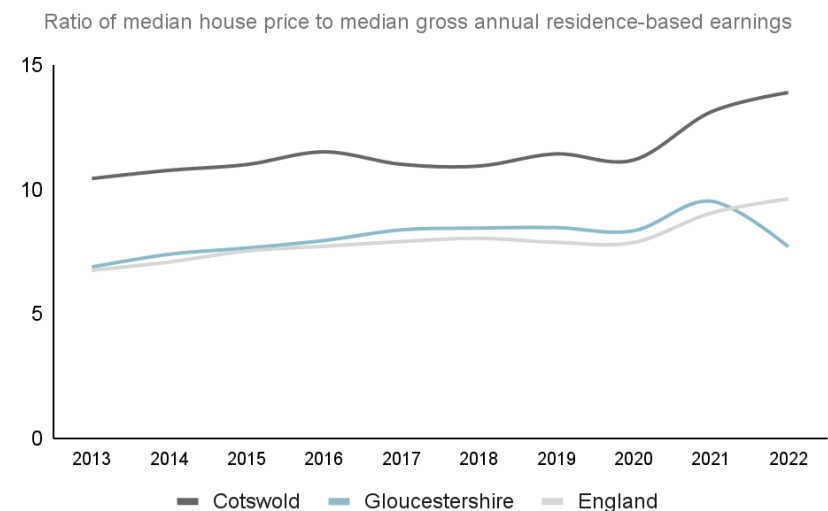


The Context

The high quality natural and built environment makes the District a desirable place to live. Cotswold District has a high number of properties owned outright (37.8% vs. the 30.6% national average), reflecting the attractiveness of the District as a place to retire or to purchase a second home.

House prices and rents are relatively high. At the end of September 2022, the median property price in Cotswold District was £400,000, compared to £275,000 in England. House prices are falling due to the cost of living crisis, while rents are increasing. There is a shortage of good quality rented accommodation, that is genuinely affordable. Affordable housing helps to meet the District's housing needs and can include low cost home ownership or rented accommodation which typically has a discount of around 20% on the market rent; however, this may still not be truly affordable for some residents. Social rented homes have a rent that is lower than affordable rent and therefore provide homes for those on lower incomes or in receipt of full Housing Benefits.

The relatively high house prices and increasingly high rents, coupled with the lower than average earnings from local jobs, mean housing affordability is a significant challenge for residents in the District and is being made worse by the cost of living crisis.



Actions we are taking

The Council's Affordable Housing Delivery Strategy and Action Plan was adopted by Cabinet on 8 February 2021 and set out the delivery strategy for the Council to accelerate the provision of social rented and affordable homes for local people. The current focus is to facilitate the affordable housing identified within the Local Plan and through rural exception sites and community-led housing opportunities, and to work with Housing Associations to maximise affordable housing delivery. The Council plans to go further and bring forward additional affordable homes through enabling and direct intervention, which may include the provision of land and other funding. In addition, any development the Council acquires or builds must be carbon zero in support of the Council's Climate Change emergency commitment.

Although this will increase the cost of affordable housing, it will reduce ongoing revenue costs for tenants. Based on the outcomes from the councillor workshop in October 2020, discussions with local Registered Providers (RPs), and a review of delivery options, Officers recommended that the Council establish a formal partnership with one lead Registered Provider.

An expressions of interest exercise resulted in Bromford being selected as the preferred RP, with the Kemble site to be taken forward via a Contractual Joint Venture (JV). Due to challenges with the site, including ecological challenges, the Kemble site was paused, and an alternative scheme on the derelict Broadleaze site at Down Ampney is being prepared for delivery first. Following a review of the Kemble site in the context of the cost of living crisis, the substantial subsidy that would be needed to deliver these homes and the ecological constraints, it was concluded that housing development on this site is not viable. In January 2023, Cabinet agreed to lease the land for use as allotments and community gardens. A revised valuation of the land based on its redesignation to community gardens has been undertaken to facilitate a lease agreement.

The Council and Bromford continue to collaborate on delivering carbon-zero affordable homes at the Down Ampney site, formalising their partnership with a Collaboration Agreement in November 2022. A communication strategy has been developed to ensure effective engagement with all stakeholders, including the Parish Council, local residents, and the community. A planned program of consultation began on October 10, 2022, with a second round of consultation in March to present detailed designs, house types, and layouts prior to the submission of the planning application. It was previously noted that the planning application would be influenced by the Habitat Regulations Assessment due to the site's location within the Zone of Influence for North Meadow, Cricklade. Consequently, the application could not be processed until a Mitigation Strategy was in place. Swindon Borough Council completed the mitigation strategy, allowing applications in the affected area to proceed. However, delays occurred in submitting the planning application due to concerns raised during the public consultation about drainage issues. Initial drainage designs were rejected by Bromford Housing Association for being non-adoptable. Although revised designs were eventually approved, this delay caused the Council to miss the submission deadline before the new Biodiversity Net Gain regulations came into effect. Despite this setback, the Ecological Appraisal was finalised, and the planning application was submitted in June. It is anticipated that the site may not be sufficiently large to meet the required offset. Alternative options, such as tree planting on other Council-owned sites or a financial contribution, are currently being reviewed.

The Old station, Sheep street was previously assessed for service provision such as homelessness accommodation and other housing options, but the conversion was found to be unaffordable. In December 2022, Cabinet agreed to develop the Old Station and Memorial Cottages for cultural and community use, working with local organisations to produce detailed designs, obtain quotations for the renovations and seek external grant funding. The Council have been working with New Brewery Arts, who prepared designs and costings to extend and renovate both buildings to provide Art studios, related offices and space that could be used for multiple community and small business purposes. Unfortunately, in December, New Brewery Arts concluded that the capital costs involved and the relatively limited grant funding that could be secured meant neither building is viable for renovation and conversion. In response, the Council issued a 'Call for Interest' in early March to attract a new partner capable of securing funding and development proposals. Following a review of opportunities and future options, a report was presented to Cabinet in July, which agreed to dispose of the Old Station and Memorial Cottages as separate assets in accordance with the Asset Management Strategy adopted by Cabinet in May 2024. Meanwhile, funding approved by the Council in February 2024 will be used to address structural repairs needed for the unstable wall at the Old Station.

In March 2021, the Council allocated commuted sum grants to two projects to deliver low carbon affordable housing. A sum of £478,500 was allocated to provide 100% social rent on a scheme of 15 units at Davies Rd, Moreton in Marsh; previously an open market scheme with 40% affordable housing only. A further allocation of £102,000 will be used to enhance the environmental sustainability of the homes. Cottsway Housing Association successfully submitted an application to Homes England for match funding. The completed homes were attending at an opening by CDC and the CEO of Homes England, to mark the construction of energy efficient homes in Cotswold.

The second project has an allocation of approximately £332,000 from commuted sums grants for a scheme of 14 homes at Sunground, Avening, a rural exception site, which will be 100% low carbon affordable housing. The scheme has received Homes England funding through Bromford, which is developing the scheme on behalf of Gloucestershire Rural Housing Association (GRHA). The scheme will provide nine social rented and five shared ownership homes for local people, incorporating rainwater harvesting, air-source heating, solar panels and biodiversity measures. This marks the third scheme supported by Cotswold District Council in answer to the Climate Emergency, and tackles fuel poverty among our residents.



Supporting Communities

The Context

The health and wellbeing of our residents is generally good and above the England and the county average in most measures. Cotswold District is one of the safest districts with very low crime levels and is surrounded by beautiful countryside. However, there are some challenges. Cotswold District has an ageing population; over the last 10 years, it has experienced greater growth across all 65+ age groups compared to England and Wales. Many older residents live alone, and coupled with the rurality of the District, loneliness and access to services are issues for the District.

The wider determinants of health also need to be taken into account - social, economic and environmental factors such as unemployment, low income, poor housing, and lifestyles which have an impact on people's health and wellbeing. This means that the Council needs to work with a wide range of partners, to pool resources and to apply a whole systems and asset-based approach to address challenges together.

Actions we are taking

We want Cotswold District to be the best in the country for health and wellbeing, and promoting healthy lifestyles and providing opportunities for people of all ages to be active is key. A Leisure Strategy determined by local priorities and outcomes was developed with the aim of providing effective and sustainable physical activity and sport opportunities for local communities via investment in our stock of leisure facilities and other non-facility interventions. In March 2021, Cabinet authorised officers to work in partnership with other organisations on the feasibility of the projects in the Strategy. Specialist Leads for each of the three themes (Healthier District, Connected Community and Active Environment) have developed action plans for each area. Progress on the projects are being monitored by the Active Cotswolds Programme Board and reported to the Portfolio Board.

The spring round of Crowdfund Cotswold concluded in April. An early submission quickly met its target, while six additional projects, collectively valued at over £110,000, participated in the main round. Four projects received a total of £23,000 in grants, with two being deferred. By 1 July, one of the funded projects had already reached its funding goal.

Funding for the Holiday Activity and Food programme potentially draws to an end, early next year. Therefore, we have secured £50K funding through the Strengthening Local Communities fund, to offer 12 – 14 events, throughout 2025, equally distributed between the south and the north of the district. These events will offer activities for all children to enjoy, during each school holiday, offering information from key support organisations for all ages, and providing food during the events.

We will be offering a forum for all ages to share their thoughts on what's good and what could be better, in their communities. Using the Asset Based Community Development model, we will work with local community champions in each area to target needs of each community. Cotswold, in collaboration with Tewkesbury, Stroud, and Forest of Dean, funded a joint post to promote Rural Domestic Abuse Champions across districts. The post, offering training via Gloucestershire Domestic Abuse Support Service (GDASS), aids in identifying and supporting individuals in abusive rural relationships. To date, 11 new champions have been trained with 7 existing champions fully trained while 17 are awaiting further training. GDASS continue to offer a large number of training dates, attended online, with an aim to train employees at Cotswold in the early stages of planning.

Cotswold have re launched, in conjunction with the Police, the 'Safe Places' scheme. So far, we have at least 18 venues, in Cirencester and 10 in Bourton on the Water, signed up to offer a safe place to anyone feeling vulnerable or in danger. The Police Cadets will take on visiting Tetbury, Lechlade and Fairford during the summer to sign up cafes, pubs, etc, who want to offer a safe place during daytime and evenings. Each place will be listed on the Safe Places app <https://www.safeplaces.org.uk/> which can be downloaded, and will provide your nearest safe venue wherever you are, organisations will also display a Safe Places sticker in the window.

The Community Wellbeing Team continues to engage with various community groups, including the Chesterton Community Project Group, Bromford Housing, and The Salvation Army, to enhance resilience and improve residents' health. The 'Getting Connected' digital inclusion courses have positively impacted over 60 older adults, with significant participation in Bourton on the Water, Fairford, and Tetbury, where attendees have formed social groups and boosted their digital skills.

Community Fun Days have been planned in collaboration with the PCSO's, Bromford, Young Gloucestershire and local schools in Northleach, Stow, Moreton and Bourton and over 300 people attended.

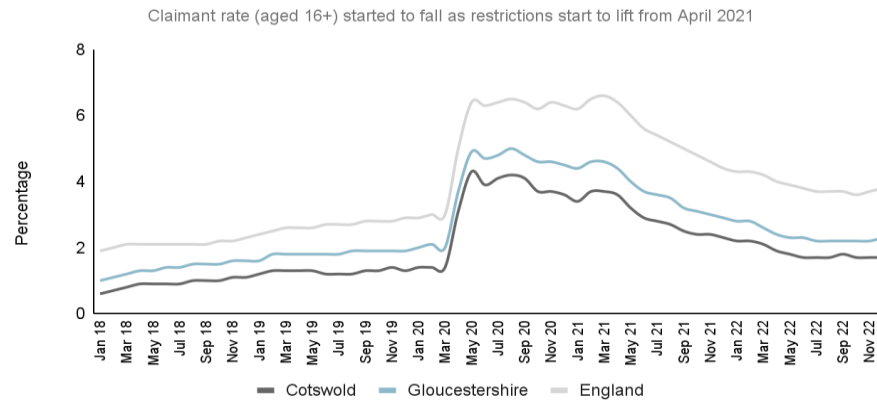
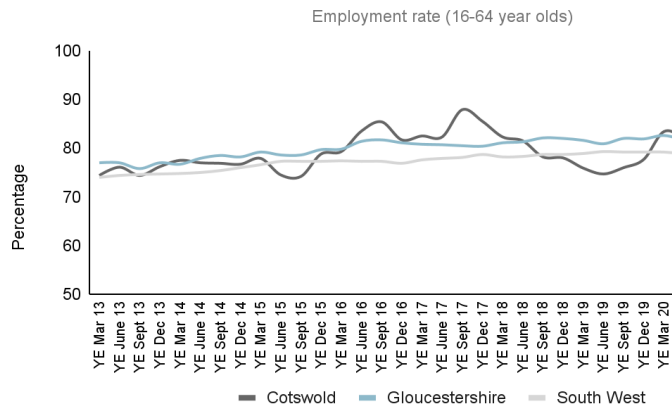
The Council has worked with the Chesterton primary school and the friends of the PTA to initiate, plan and run the DIG DAY earlier this year. This event was very successful and as a result a gardening after school club was formed. This day successfully enabled engagement with the local families.

Supporting the Economy



The Context

The District supports an economically active population of an estimated 42,600 and has strengths in finance and business services, ICT including science and technology, retail, and accommodation and food services. Around 90% of businesses are micro businesses employing fewer than 10 people. Median wages for people working in the District are below the national average, and affordability of housing is a significant issue for the District, which can result in skill and labour shortages. Historically, unemployment has been relatively low but increased during the pandemic. It has fallen back significantly and now stands at 1.9% - the lowest in the county, but still slightly above the pre-pandemic level. The national and global economies have faced further uncertainty as a result of the Russian invasion of Ukraine and sharply rising prices, particularly for energy and fuel, which continues to impact on disposable income and living standards. Although energy and fuel costs, and the overall inflation rate, have dropped back, they are still significantly higher than prior to the invasion.



Source: ONS, Annual Population Survey

Source: ONS, Crown Copyright Reserved (Nomis)

Despite the poor spring weather, which saw rainfall consistently well above average, and the continuing, if lessening, economic pressures from rising costs, most businesses within the visitor economy have reported high levels of business activity. Consumer demand, despite the cost of living crisis, has remained strong and advance bookings have been steady.

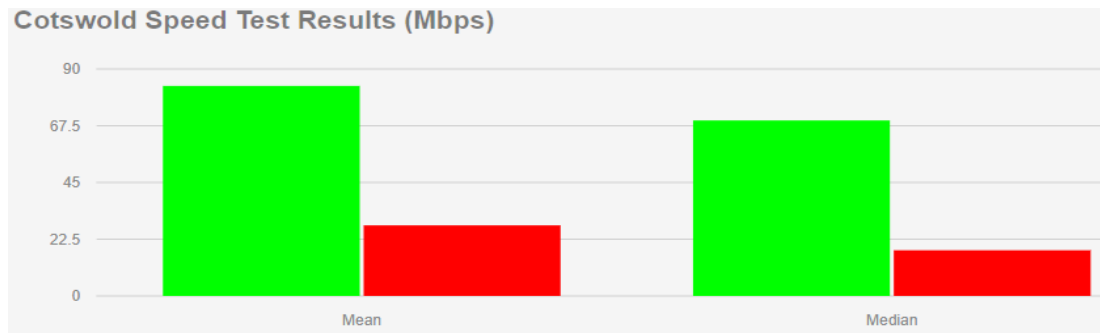
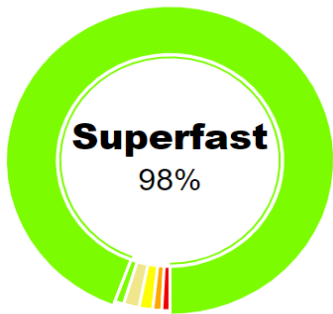
The one area that continues to be a particular worry is the availability of staffing with a number of businesses foreseeing problems with ensuring adequate staffing levels over the busiest summer months.

Overall, businesses within the visitor economy report substantial progress compared to 2023 levels and express a relatively positive outlook for the key peak season, though they are eager for improved weather conditions. This optimism is mirrored on a national scale, where VisitEngland's sentiment tracker indicates generally favourable trends. Key barriers to UK holidays have decreased: the rising cost of living has decreased by 3% (from 35% to 33%), personal finances by 5% (from 28% to 23%), and the rising cost of holidays and leisure by 3% (from 25% to 22%). The only significant barrier to experience an increase is the UK weather, which rose by 1% (from 30% to 31%).

The number of job postings remains high, reflecting continuing challenges in recruitment, but has fallen back from its peak. There are many companies at the cutting edge of innovation and the opportunity to grow key sectors like agritech, cyber and digital, medical equipment and environmental technologies.

The lack of a reliable broadband connection especially in rural districts can add to social isolation as well as reduce opportunities to be economically active. Openreach has been working in Cirencester and has announced plans to deliver full fibre to Tetbury, South Cerney, Lechlade, Northleach, Fairford and Bourton-on-the-Water by 2026 at the latest. However, there are still some areas where broadband is poor and even superfast connectivity is not sufficient for some businesses to operate in the way they wish to. The Council has been working with the Fastershire Project to address these areas. The Fastershire Project ceased at the end of March 2024 to be replaced by Project Gigabit, run by BDUK. The contract for Project Gigabit's 'Lot 18', which includes parts of the Cotswold District was awarded to Gigaclear and an announcement made earlier this year. We will be seeking details of how their programme is going to be rolled out.

The County Council has introduced the Gloucestershire Digital Household Grant to use 4G technology to deliver connectivity in remote locations where fibre is not practical or is prohibitively expensive and residents have speeds of less than 30mbps. The first phase of the scheme started in the Forest of Dean but is likely to be extended to the qualifying households in the Cotswold district towards the end of the year. The coverage of superfast (>30mbps) has increased slightly and ultrafast (>100mbps)/full fibre has moved up quite quickly according to figures on the ThinkBroadband website. This reflects the ongoing work by the infrastructure providers and the fact that commercial activity is concentrated on providing a full fibre service to the 'easier to reach' areas whereas the last 2% who do not yet have superfast broadband fall firmly within the 'difficult to reach' category, which the County Council scheme is seeking to address.



Much of our work to enable a vibrant economy will be achieved in partnership with key stakeholders ranging from the County Council, GFirst LEP, Chambers of Commerce and other business groups, town and parish councils, institutions like the Royal Agricultural University and Cirencester College and individual businesses.

Actions we are taking

The Green Economic Growth Strategy 2021-25 sets out the challenges and issues for the District, and how they will be addressed. It identifies the key areas that will deliver growth in the District, as well as a recovery plan for the local economy. The strategy is in the process of being refreshed and a new draft will be brought to Cabinet later in the year. It will be informed by the new Gloucestershire Economic Strategy, which was approved by the County Council's Cabinet in May and will be considered by the new City Region Board in September 2024. Both officers and the Cabinet Member have been involved in providing feedback on the draft of the County Economic Strategy.

The Cotswold Economic Advisory Group, which was set up to advise, oversee and challenge the implementation of the Strategy and provide a link to the main institutions and the wider business community in the District, continues to meet regularly and provide valuable advice and assistance. The group has representation from key stakeholders including Cirencester College, the Royal Agricultural University (RAU), Cotswold Airport, Fairford and Lechlade Business Club, the Federation of Small Businesses and Gloucestershire County Council. Most recently, the Group met at the Fire Service College in Moreton-in-Marsh and received a presentation about the company's operations and plans for the future, as well as providing guidance on the refresh of the Green Economic Growth Strategy.

In 2022, the Council was awarded £1 million over three years from the UK Shared Prosperity Fund (UKSPF) for the period 2022-23 to 2024-25. The Council's Local Investment Plan, which sets out how the Council proposes to use the money, was approved by the government in early December 2022.

The fund has three themes – Community and Place, Supporting Local Business and, in year three, People and Skills. Year one projects have been completed, including ‘Clean and Green’ initiatives, new offices at The Growth Hub/Farm491 and a feasibility study for the Old Station building in Cirencester. Cabinet in March 2023 agreed to allocate up to £135,000 a year for 2023-24 and 2024-25 to the Growth Hub in Cirencester to provide business support. One positive benefit of this funding is that the Growth Hub has been able to expand its outreach programme across the District, particularly in the north in areas like Moreton-in-Marsh and Chipping Campden. The Business Navigators for the outreach programme have been using the Council’s Moreton Area Office as their base when working in the area. The first business event in the north of the District, a marketing workshop, was held on 20th February and was attended by over 20 businesses and a second event in June covered the role of artificial intelligence (AI) in marketing. Cabinet has already approved a number of projects for 2024-25, including contributions to the former House of Fraser in Cirencester and a net zero housing exemplar scheme in Down Ampney. An open application process for the remaining funding closed on 17th May and the Assessment Panel met in June, making recommendations to the Chief Executive and Cabinet Member. Projects to be funded include a walking app for Chipping Campden, improvements to the sheds for Men in Sheds and the Youtopia youth project by World Jungle.

A further £764,292 was allocated to the Council from the Rural England Prosperity Fund over the financial years 2023-24 and 2024-25. This is a capital-only fund to support rural businesses to diversify with new products and services and to provide new community infrastructure. An addendum to the Local Investment Plan was submitted to the government at the end of November 2022 and it was approved in early April 2023. The approach has been to allocate funding for business grants, for active travel and for community projects, including assisting village halls with sustainability-related improvements. The Council has procured a delivery partner for the business grants (ALP Synergy Ltd) and the village hall grants (Gloucestershire Rural Community Council) jointly with the Forest of Dean District Council. Around £400,000 of business grants have been approved out of the overall allocation of £410,000 and these are at various stages of delivery. Six grants for village halls have been approved and a further round of applications closed on 12th July with a good number of applications which may well use up the remaining funding, for which just over £100,000 was allocated. A number of active travel and community and heritage buildings applications have been approved and some applications are still awaiting further information before a decision can be made as to whether to fund them.

Town centres are crucial, both economically and for civic pride. The number of vacant retail units in town centres serves as an indicator of their health and reflects the Council’s efforts to support their recovery from the COVID-19 pandemic. A survey conducted in August 2021 revealed that Cirencester had a town centre vacancy rate of 11%, which was three percentage points below the national average. This rate improved to just under 6% in April 2022 and to just under 5% in October 2022. As of early April 2024, the vacancy rate stood at 5.1%, with several of the remaining units either under offer or undergoing refurbishment. Notably, the former House of Fraser in the Market Place, which was the longest-standing vacant building, has now been leased to the Grace Network. Renovations are underway, and the building is expected to be occupied later this year. In the smaller towns within the District, vacancy rates are generally low, though even a few vacancies can significantly impact percentages. Currently, there are no concerns, but we remain vigilant about the pace of high street changes and the potential effects of the cost of living crisis. We will continue to monitor these developments closely. Additionally, the conversion of retail spaces to residential use in smaller towns is a concern as it may impact the town’s ‘critical mass’ and its ability to attract visitors.

The Cotswolds.com website run the tourism team is firmly established as the leading site for the Cotswolds, no 1 on Google with 1.6 million users and 3.8 million views in the last 12 months. However constant updating and improvements are needed to maintain and improve on this position. To this end, Cotswolds Tourism has successfully bid for two separate funding pots: UKSPF funding for website enhancements and via the Local Visitor Economy Partnership (LVEP) a Visit England grant for asset creation.

The Asset Creation Grant has allowed us to commission new imagery for the website and the UKSPF funding has allowed us to invest in a visual refresh for the website and additional functionality. The new functionality will include a microsite builder allowing better promotion of key strategic priorities, such as sustainability and accessibility, and give us the ability to better highlight niche and specialist interests and activities. Behind the scenes work has started and the improvements will go live at the end of the summer.

Other UKSPF funding has been secured to create Sustainability Champions and for Help to Thrive. The Sustainability Champions have been chosen to represent all areas of the visitor economy and businesses at very different stages on their sustainability journey. They will act as exemplars for other similar businesses as part of our efforts to encourage more sustainable business practices with the visitor economy. The Help to Thrive project is two pronged, helping businesses – and not necessarily businesses that would traditionally be thought of visitor economy businesses - to create new experiences that will appeal to visitors; the second prong is looking at helping businesses understand the best ways to get these new (or any existing experiences) to a wider audience via digital marketing and working with the group and trade market.:

Cotswolds Tourism operates as a membership organisation with all marketing paid for by the income generated. Membership currently stands at 418 businesses and income generated in the last year at £100k. The main marketing tools are the Cotswolds.com website and the Cotswolds Tourism social media channels that now have over 160k followers. With the new membership manager in post we have also restarted networking events and were delighted to see a total over 150 businesses signed up to the first two events.

The Cotswolds Plus LVEP, working across the wider area and led by Cotswolds Tourism, is now firmly established with a seven workstreams and associated action plans agreed: these include two covering Sustainability (public transport & active travel; business practices & bio-diversity), Business Support, Data & Research, Travel Trade, Accessibility & Inclusion, Skills & Training.

As part of the national promotion of the new tourism structure, Visit England organised a parliamentary drop-in session for Local Visitor Economy Partnerships at the Houses of Parliament, which Cotswolds Tourism attended. Unfortunately, this session coincided with the announcement of the recent general election.

The Council is working with partners to bring sites forward which will support the Council's ambition to grow high value, highly skilled, low environmental impact businesses in key areas including agritech, digital/cyber, medical equipment and environmental technologies, and to enhance the opportunities available for local people, particularly young people so that they have the skills they need to secure employment in the District. The Council is working with:

- The Royal Agricultural University (RAU) to bring forward their Innovation Village project. The Council's Chief Executive, the Cabinet Member for the Economy and Transformation, the Business Manager for Economic Growth and Prosperity and the Economic Development Lead held a number of

meetings with the then new Vice Chancellor, Chief Operating Officer and Director of External Relations at the RAU, encouraging them to be ambitious with their plans for the Triangle/University Gate site. The RAU came up with a concept of an 'Innovation Village' which will help to address global challenges around sustainable farming and food security. The plans include teaching and research space, incubator and grow-on business units and hospitality space, although this is likely to evolve as the project progresses. The Council assisted the RAU to secure £100,000 from the Gloucestershire Economic Growth Joint Committee Strategic Economic Development Fund to assist with the cost of project management over a two-year period. A public launch of the project took place on 20 January 2023 and attracted considerable media attention. The council continues to liaise actively with the university on this project. A planning application was submitted for the scheme in April 2024 and has now been validated. (Ref: 24/01143/OUT).

- The former Mitsubishi site in Cirencester, is now renamed Watermoor Point and is home to a number of businesses. The office element is now over 90% let. The owners have also introduced an innovative and flexible co-warehousing solution, offering businesses a private, secure space within the warehouse, ranging from 1,000 to 10,000 square feet. Businesses also benefit from shared mechanical handling equipment and an on-site qualified forklift driver. Watermoor Point has been granted planning permission to install an additional 310 PV solar panels in addition to its existing 50kWh array, demonstrating its commitment to sustainability.
- ZeroAvia, which relocated from Cranfield to Cotswold Airport in 2021, is a leading innovator in decarbonising aviation and is developing a hydrogen-electric powered aircraft. The Council has been working with the Inward Investment Team at GFirst LEP (now part of Gloucestershire County Council) to support ZeroAvia which has increased its staff numbers from 15 to 150 onsite, with the plans to continue to grow significantly. The Council and Inward Investment Team will continue to support ZeroAvia in its ongoing growth. The company has undertaken a further successful test flight, staying in the air for 35 minutes – the longest test flight to date. Other sustainable aviation businesses, such as Vertical Aerospace and S&C Thermofluids, are already based at Cotswold Airport and the council is working with the airport's owners and others to promote it as a hub for such innovative businesses.
- Bathurst Developments in relation to the first phase of employment land at The Steadings development. They have appointed a developer partner. A reserved matters planning application was considered by the Planning and Licensing Committee in March 2024 and authority was delegated to the Interim Development Control Manager to approve the application subject to a number of conditions being satisfied.

The Applied Digital Skills Centre at Cirencester College was officially launched at an event held in May 2022. The centre will give the District a great opportunity both to develop a workforce with the digital skills needed in the 21st century, and also to grow its digital and cyber sectors. The Council continues to work closely with the College, particularly to identify partnerships with business which would be mutually beneficial. The College was also awarded £4m of funding from the Government for a new T-level building, which has now been completed and will help to provide high level skills in the District. T Levels are based on the same standards as apprenticeships, designed by employers and approved by the Institute for Apprenticeships and Technical Education. It is equivalent to 3 A-levels and involves an industry placement. The Economic Development Lead has met with staff from the College to assist them with identifying potential placements for students. The College has most recently been awarded £3.5 million, in June 2023, to create a Student Wellbeing Hub.

On infrastructure, the Development Consent Order (effectively the planning application) for the A417 Missing Link was submitted to the Planning Inspectorate by Highways England in June 2021. The examination finished in May 2022 and the scheme was approved by the Secretary of State in November 2022. Kier Highways has been appointed main contractor. The project, which at around £460m, is the biggest infrastructure investment in the District and indeed the whole county for a generation, is designed to reduce congestion and improve road safety on this important link between Cirencester and Gloucester and, more widely, the M4 and M5 motorways. While new road building projects can be seen as environmentally damaging, much effort has been focused on delivering opportunities for environmental improvements as well as economic benefits. There will be opportunities for local suppliers, contractors and skills. Kier started on site with various preparatory works and are now advancing with the more visible phases of activity. Last year Kier and National Highways presented to a meeting of the Cotswold Economic Advisory Group and we intend to ask them to return to the Group at some point during 2025 when the project has progressed further.



COTSWOLD
DISTRICT COUNCIL

Delivering great services locally

PERFORMANCE REPORT:
April 2024 - June 2024

Summary Index

Area	KPI Name	RAG	Page
Revenues, Benefits and Housing	Percentage of Council Tax Collected	Green	6
	Percentage of Non Domestic Rates collected	Green	7
	Processing times for Council Tax Support new claims	Orange	8
	Processing times for Council Tax Support Change Events	Green	9
	Processing times for Housing Benefit Change of Circumstances	Orange	10
	Percentage of Housing Benefit overpayment due to LA error/admin delay	Red	11
	(Snapshot) Long Term Empty Properties	Grey	12
	(Snapshot) Number of households in B&B/hotel-type accommodation & Hostels (LA owned or managed); and Number of successful 'Move On' into suitable independent/long-term accommodation from B&Bs/hotels/hostels	Grey	13
Customer Experience	Customer Satisfaction - Telephone	Green	14
	Customer Satisfaction - Email	Grey	15
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Summary Index

Area	KPI Name	RAG	Page
Customer Experience	Customer Call Handling - Average Waiting Time		17
	Complaints		18
	Percentage of FOI requests answered within 20 days		20
Development Management and Land Charges	Building Control Satisfaction		21
	Percentage of minor planning applications determined within agreed timescales (including AEOT)		22
	Percentage of major planning applications determined within agreed timescales (including AEOT)		23
	Percentage of other planning applications determined within agreed timescales (including AEOT)		24
	Total Income achieved in Planning & Income from Pre-application advice		25
	Percentage of Planning Appeals Allowed		26
	Percentage of official land charge searches completed within 10 days		27
	Number of affordable homes delivered		28

Summary Index

Area	KPI Name	RAG	Page
Waste and Environment	Number of fly tips collected and percentage that result in an enforcement action		29
	Percentage of high risk food premises inspected within target timescales		30
	% High risk notifications risk assessed within 1 working day		31
	Percentage of household waste recycled	Awaiting Data	32
	Residual Household Waste per Household (kg)		33
	Missed bins per 100,000		34
Leisure	Number of visits to the leisure centres & (Snapshot) Number of gym memberships		35

A note on performance benchmarking

Benchmarking can be a useful tool for driving improvement; by comparing our performance with other similar organisations, we can start a discussion about what good performance might look like, and why there might be variations, as well as learning from other organisations about how they operate (process benchmarking).

When we embark on performance benchmarking, it is important to understand that we are often looking at one aspect of performance i.e. the level of performance achieved. It does not take into account how services are resourced or compare in terms of quality or level of service delivered, for example, how satisfied are residents and customers? Furthermore, each council is unique with its own vision, aim and priorities, and services operate within this context.

Benchmarking has been included wherever possible ranking against Chartered Institute of Public Finance and Accountancy (CIPFA) Nearest Neighbours model which uses a range of demographic and socio-economic indicators to identify the local authorities most similar to your own. Cotswold's identified Nearest Neighbours are Chichester, Derbyshire Dales, East Hampshire, Lichfield, Maldon, Malvern Hills, Ribble Valley, Stratford-on-Avon, West Devon, West Oxfordshire and Wychavon. Additional investigations are underway to provide it for those metrics that are missing comparisons.

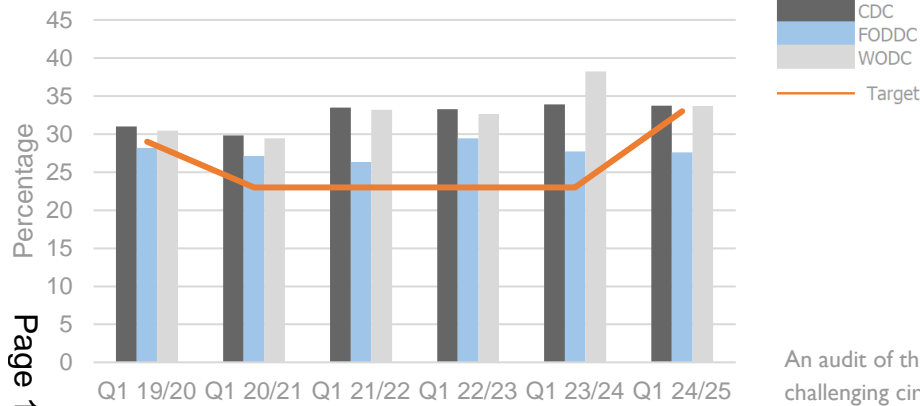
A RAG (red, amber, green) status has been applied to each KPI to provide a quick visual summary of the status of that KPI for the quarter. Additionally, RAG status has been added to the direction of travel for each metric to show how the performance against last quarter and the same quarter compared to last year is progressing.

Overall Performance

Overall, the Council's performance for the quarter has been largely positive, with notable progress in Collection Rates, Planning Determination Times, and Gym Memberships. Customer Satisfaction continues to be strong, with the Council topping the Gov Metric league table in May. However, the number of missed bins per 100,000 collections and the percentage of high-risk food premises inspected within target timescales are showing a negative trend.


The Council remains committed to further improving its performance and service delivery and actively investing in the development and implementation of automation and self-serve options for customers. By providing accessible and efficient self-help tools, customers can address their queries and concerns independently, leading to a decrease in the need for repeated interactions with services. It will continue to monitor and assess the impact of improvement programs in reducing customer contact and enhancing operational efficiency.

Percentage of Council Tax Collected



Direction of Travel

Against last Quarter: N/A

Against last Year: 

Slightly decreased since last year

Q1 – Higher is Good

Target: 33%
Actual: 33.75%

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How do we compare?

Benchmarking via Gov.uk Tables and Individual Council Websites using CIPFA Nearest Neighbours – Latest dataset is 2023-24 Collection Rates

2023-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	98.36	3/12	Top
Ribble Valley	99.12	1/12	Top
West Devon	98.3	5/12	Second
Derbyshire Dales	97.82	8/12	Third
Wychavon	96.71	10/12	Bottom
Malvern Hills	96.67	12/12	Bottom

An audit of the Council Tax Services indicated that a significant sum of arrears had accumulated during challenging circumstances associated with the pandemic. Whilst the recovery of arrears had been suspended for a time, it has since been reinstated, and the current recovery cycle is up to date with the service reporting progress in collecting the previous year's debt. The below table shows the percentage of aged debt that has been collected and the total outstanding:

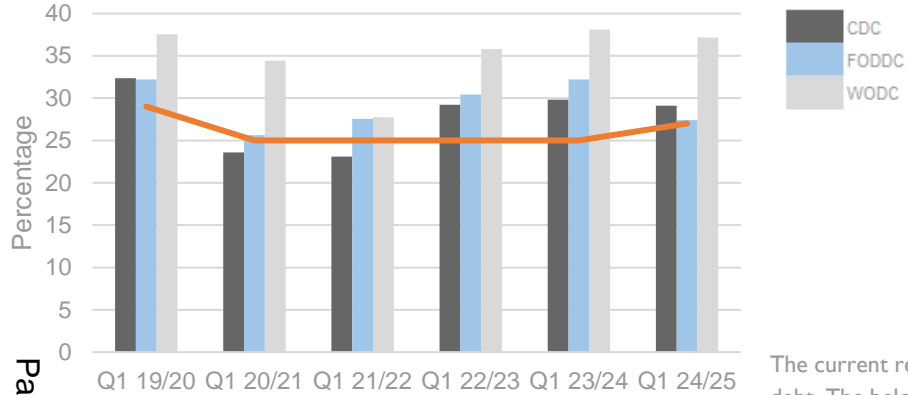
	2020-2021	2021-2022	2022-2023	2023-2024	Total Outstanding
Balance at Quarter End	£551,479.12	£817,496.69	£924,064.79	£1,519,208.25	£3,812,248.85
% collected	4.79%	5.95%	8.18%	13.77%	

By March 2024, authorities in England had collected £38.5 billion in council tax for 2023-24, along with an additional £907 million in aged debt. They achieved an average in-year collection rate of 95.9%, marking a 0.1 percentage point decrease from 2022-23 (source: [gov.uk](https://www.gov.uk)).

Regression analysis has been conducted on previous years' collection rates for specific quarters to ensure the targets more accurately reflect whether the Council is on track. As such, the Q1 target has been increased to from 23% to 33%.


By the end of Q1, the Council observed a slight decrease of 0.18% in the amount collected compared to the same period last year. Despite this, the collection rates have surpassed pre-pandemic levels for the same period by around 2.8%.

Percentage of Non-domestic rates collected



Direction of Travel

Against last Quarter **N/A**

Against last Year 

Slightly decreased since last year

QI – Higher is Good

Target **27%**
Actual **29.12%**

Page 125

How do we compare?

Benchmarking via Gov.uk Tables and Individual Council Websites using CIPFA Nearest Neighbours - Latest dataset is 2023-24 Collection Rates

2023-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	96.91	11/12	Bottom
Lichfield	99.53	1/12	Top
Ribble Valley	98.69	3/12	Top
East Hampshire	97.81	5/12	Second
Derbyshire Dales	97.31	9/12	Third
Stratford-on-Avon	96.44	12/12	Bottom

The current recovery cycle is up to date with the service reporting progress in collecting previous year's debt. The below table shows the percentage of aged debt that has been collected and the total outstanding:

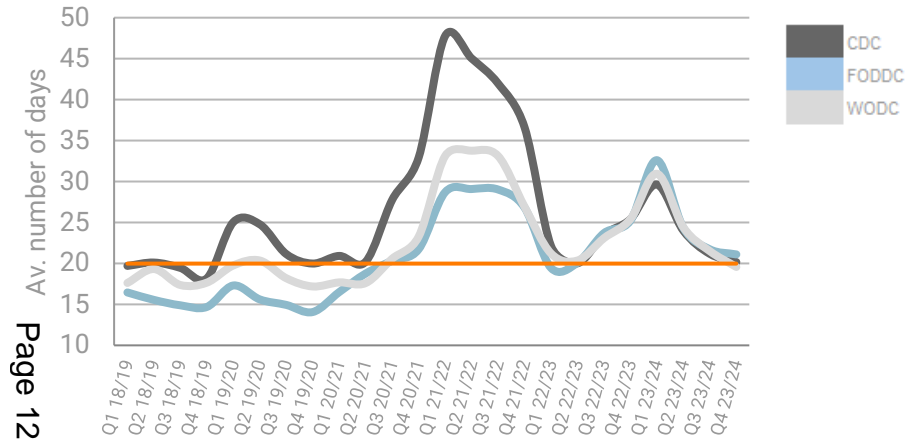
	2020-2021	2021-2022	2022-2023	2023-2024	Total Outstanding
Balance at Quarter End	£140,368.02	£290,434.83	£452,018.30	£603,318.87	£1,034,121.72
% collected	-2.50%	0.73%	-26.44%	40.02%	

The arrears outstanding for previous year's debts for Business Rates include some data where the amount outstanding now is greater than that brought forward at the beginning of the financial year. There are some processes that can increase the amount that needs to be collected, such as Rateable Value changes and amendments to liability. As Business Rates deal with large amounts of money, the outcome can outweigh the amount that has been collected.



Regression analysis has been conducted on previous years' collection rates for specific quarters to ensure the targets more accurately reflect whether the Council is on track. As such, the QI target has been increased to from 25% to 27%.

During QI, the Council observed a slight decrease of c. 0.7% in the amount collected compared to the same period last year. The service remains committed to supporting businesses, actively reaching out through reminders, phone calls, and emails to encourage dialogue with the Council. All in year recovery processes are up to date.

Processing times for Council Tax Support new claims



Direction of Travel

- Against last Quarter 
- Against last Year 

Slightly increased since last quarter but improved since last year

Q1 – Lower is Good

Target	20
Actual	22.42

How do we compare?

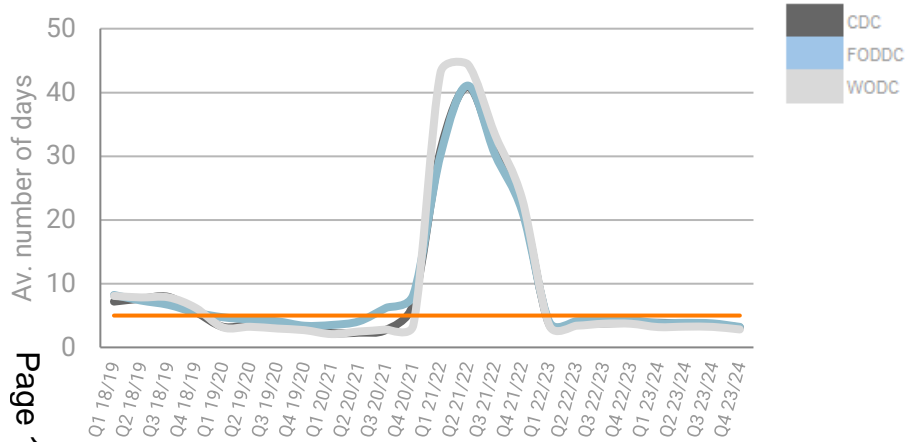
Gov.uk produces tables to show a snapshot of the number of CTS claimants at the end of each financial year. The below table shows number of claimants at the end of March 2024 and the percentage change from March 2023 for each authority, plus the data for all authorities in England

	Number of Claimants at end of March 2024	Percentage Change since March 2023	CIPFA Nearest Neighbours Rank (Higher = less claimants)
Cotswold	3,912	-0.86%	6/12
Ribble Valley	2,153	3.41%	1/12
Lichfield	5,191	6.09%	9/12
Wychavon	6,733	1.52%	12/12

The Councils processing times for Council Tax Support New Claims remain slightly above target by just over 2 days; however, they have markedly improved compared to the same period last year, with a decrease in processing times of around 7 days. There was the usual small backlog of cases at the end of Q4 arising from end-of-year processing, which is expected to be cleared over the next few weeks.


The automation of tasks received directly from the Department for Work and Pensions (DWP) and customers has released capacity for officers to process manual claims, with options for further automation currently under discussion.


Processing times for Council Tax Support Change Events



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Direction of Travel

Against last Quarter 

Against last Year 

Improved since last quarter and last year

Q1 – Lower is Good

Target

5

Actual

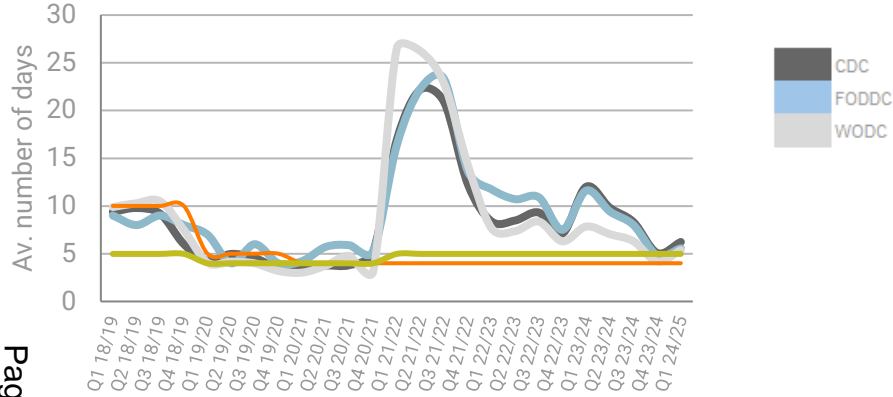
3.56

The processing times for Council Tax Support Change Events continue to comfortably meet the target of 5 days, with processing times decreasing compared to both the last quarter and the previous year.


How do we compare?


Benchmarking currently not available. The Data & Performance Team will investigate options.

Processing times for Housing Benefit Change of Circumstances



Direction of Travel

Against last Quarter 

Against last Year 

Improved since last quarter and last year

Q1 – Lower is Good

Target  4

Actual  6.25

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How do we compare?

Speed of processing for HB CoCs – LG Inform. Latest dataset is Sept - Dec '23 (Q3 2023-24)

Q3 2023-24 Benchmark

	Days	CIPFA Nearest Neighbours Rank	Quartile
Cotswold	5	3/12	Top
Derbyshire Dales	2	1/12	Top
Chichester	6	7/12	Second
Lichfield	8	9/12	Third
Malvern Hills	9	10/12	Bottom
Wychavon	10	12/12	Bottom

Please see [Processing times for Council Tax Support new claims.](#)

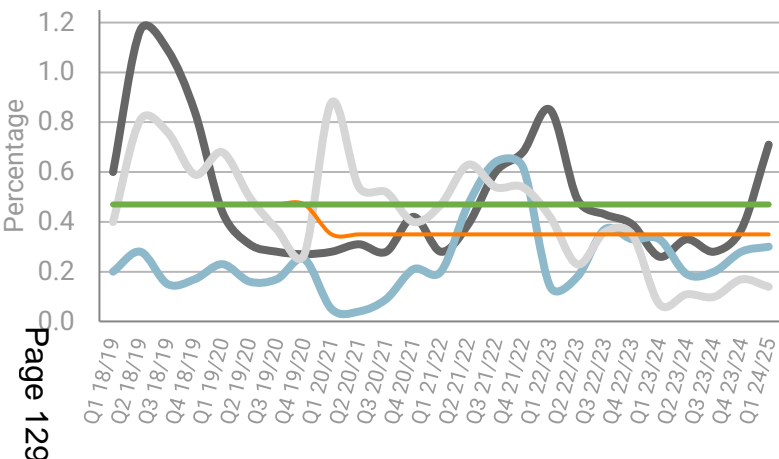
Q1 commenced with the usual small backlog of work for changes in circumstances at the end of Q4 due to end-of-year processing, which the team has worked hard to reduce. Although the Council is currently above target for processing times, there has been an improvement compared to the same period last year, with processing times decreasing by approximately 5.5 days.

It should be noted that the number of expected changes affecting Housing Benefit (HB) is reducing significantly, as can be seen by comparing the number of HB changes assessed to the number of Council Tax Support (CTS) changes assessed. The decrease in HB changes received amplifies the impact of delays in assessing an application due to outstanding evidence required for average processing days.


HB Changes – 804
CTS Changes – 4,501


The managed migration of HB to Universal Credit commenced in April, with some minor glitches reported in the system. While the migration was planned in stages, some stages have been brought forward, which will further decrease the number of changes received and may potentially increase processing times.

Percentage of Housing Benefit overpayment due to LA error/admin delay



Direction of Travel

Against last Quarter 

Against last Year 

Increased since last quarter and last year

Q1 – Lower is Good

Target	0.35%
Actual	0.71%

The Council has exceeded the target this quarter due to a significant overpayment identified by officers near the start of the quarter. Although this percentage is gradually decreasing each week, it is anticipated that the levels will not fall below the target until Q3. Any penalties imposed by the Government due to exceeding the target will be calculated based on the end-of-year figure.

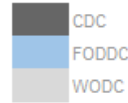
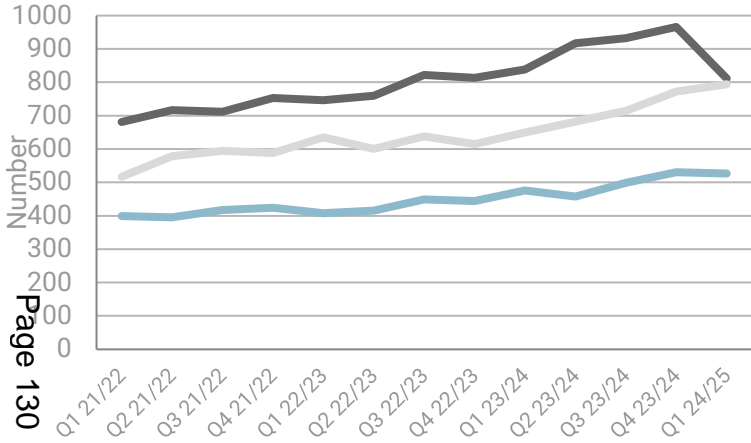
The service is mindful of the impact of increased workloads on delays to processing HB changes which could impact on HB subsidy.

In order to reduce HB overpayments due to local authority error, approximately 20% of the HB caseload undergoes Quality Assurance checks. These checks target areas with high error rates, such as earnings calculations. Additionally, the service is actively participating in the Department for Work and Pensions (DWP) Housing Benefit Award Accuracy (HBAA) initiative to combat fraud and error.

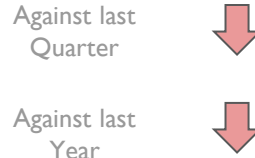
How do we compare?
TBC

Note: the national target is 0.47%. In 2020-21, the service set a more stringent target of 0.35%

(Snapshot) Long Term Empty Properties



Direction of Travel



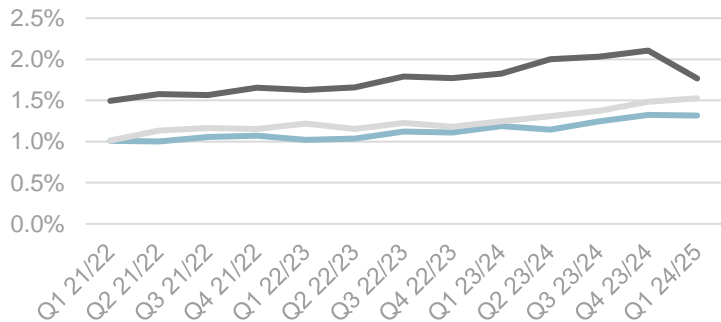
Decreased since last quarter and last year

Q1 – Lower is Good

No Target

811

% Long Term Empties of the Total Housing Stock



Properties continue to be added and removed from the list, however, the Council observed a large number of properties removed from the list over the last quarter. The service reports that properties are staying on the LTE list longer with most properties individually owned which have to be followed up individually which is resource intensive, and will not result in the removal of large numbers from the LTE list. A range of work is being undertaken to both understand the reasons why properties are coming onto the list so that they can be managed and reduced as well as ensuring that the data is up to date so that these properties are having the correct levy applied and charged for. Approximately 60% of the total Long Term Empty Properties have been unoccupied and substantially unfurnished for under two years.

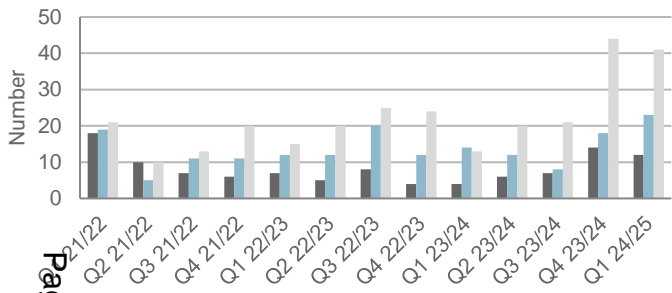
Maintaining registers of long-term empty properties, can help monitor the situation, target interventions, and communicate with property owners more effectively. The LTE list is constantly being addressed with all owners being contacted by email, phone or letter in an attempt to bring properties back into use.

How do we compare?

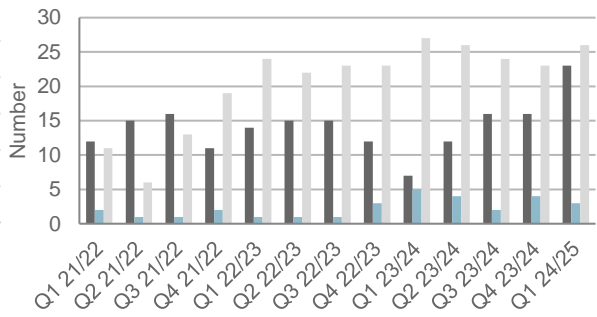
No benchmarking currently available. The Data & Performance Team will investigate options

(Snapshot) Number of households in B&B/hotel-type accommodation & Hostels (LA owned or managed); and Number of successful 'Move On' into suitable independent/long-term accommodation from B&Bs/hotels/hostels

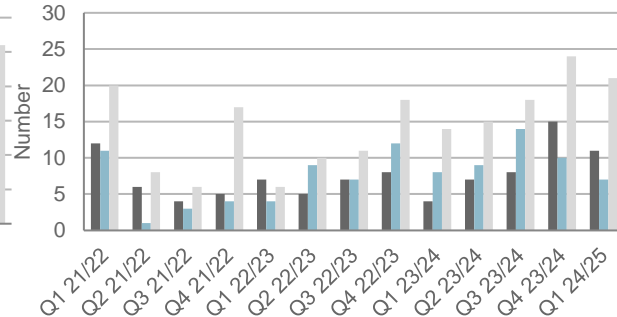
Households in B&B/hotel type accommodation



Households in hostels



Successful 'Move on' into suitable independent/LT accommodation



Direction of Travel

Against last Quarter	B&B/Hotels	↓
Against last Year	B&B/Hotels	↑
Against last Quarter	Hostels	↑
Against last Year	Hostels	↑
Against last Quarter	Move Ons	↓
Against last Year	Move Ons	↑

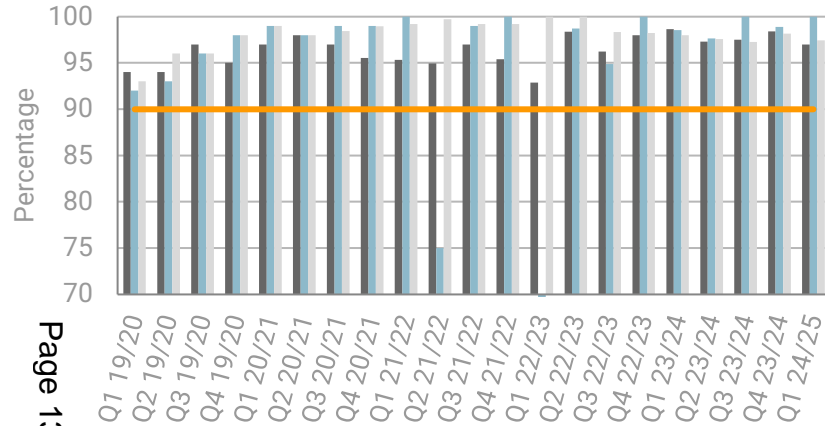
Homelessness continues to be a significant challenge for all three Councils, adding considerable pressure to Housing services, systems, and pathways. During Q1, there was a noticeable rise in homelessness applications. This increase is due to various factors, including heightened demands on the countywide support system. The situation is further complicated by several issues: an influx of individuals leaving refugee hotels, reduced capacity in adult homelessness pathways, and a shortage of affordable housing options outside the social rented sector. Additionally, uncertainties surrounding the general election, including potential policy changes like the abolishment of no-fault evictions, have further exacerbated the growing homelessness issue. This has led to increased competition for available social rented accommodations, resulting in longer stays for individuals transitioning from hostels and B&Bs.

The team persistently works towards preventing homelessness, successfully averting homelessness for 48 households during Q1—37 within the statutory 56-day period and 15 before statutory duties were triggered. It's important to note that these figures are approximations and have not yet been officially confirmed through the reporting system.

How do we compare?

No benchmarking currently available. The Data & Performance Team will investigate options

Customer Satisfaction - Telephone



QI - Higher is Good

Direction of Travel

Against last Quarter



Against last Year



Slightly declined since last quarter and last year

Target

90%

Actual

97%

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How do we compare?

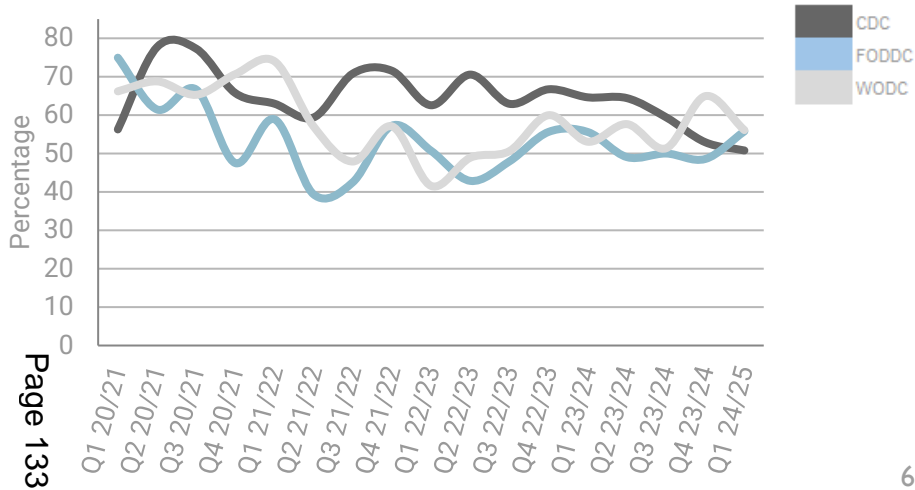
The Govmetric Channel Satisfaction Index is a monthly publication of the top performing councils across the core customer access channels. At least 100 customers need to be transferred to the survey to be included in the league table so even if satisfaction is high, it may not be included i.e. Forest in the below table. This is a national comparator

	April Rank	April Net Sat.	May Rank	May Net Sat.	June Rank	June Net Sat.
Cotswold	2	95%	1	96%	6	93%
Forest	N/A	N/A	N/A	N/A	N/A	N/A
West	3	95%	6	91%	1	99%

Services provided via the telephone consistently yield high satisfaction.


The Council continues to achieve top-tier performance levels when a sufficient number of surveys are included in the Satisfaction Index. Although this is a very small proportion of our calls, the numbers are comparable to those of other District Councils, hence the 'league tables' being a useful comparator.


Customer Satisfaction - Email



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Direction of Travel

Against last Quarter 

Against last Year 

Declined since last quarter and last year

Q1 - Higher is Good

No Target

50.83%

602 residents responded to the survey, of which 306 were satisfied. This equates to a rate of 50.83% satisfaction for the quarter, down from 52.97% during Q4.

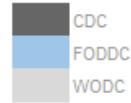
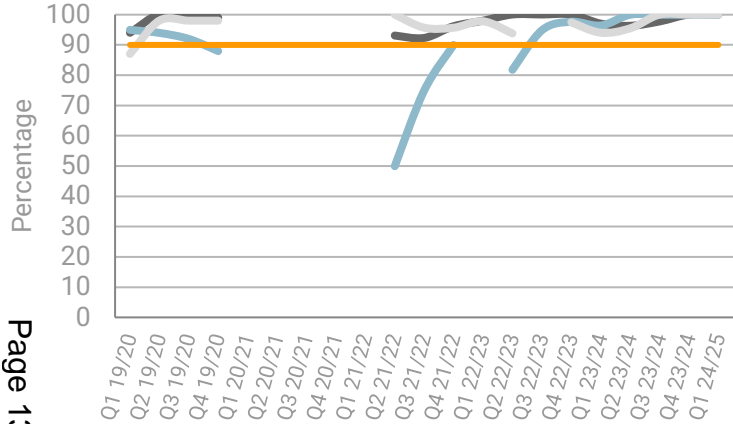
All outbound emails sent by customer services from Salesforce contain a link to the survey.

A piece of work was undertaken to review the responses from the email surveys due to the more negative responses. Upon review, it appears to be dissatisfaction surrounding service failure such as missed bins, container deliveries, responses from Planning or Housing etc. System and process improvements by the individual services are being implemented, which may affect these figures in the future.


How do we compare?


Benchmarking currently not available. The Data & Performance Team will investigate options.

Customer Satisfaction - Face to Face



Direction of Travel

Against last Quarter 

Against last Year 

Increased since last year and stayed the same since last quarter

Q1 - Higher is Good

Target	90%
Actual	100%

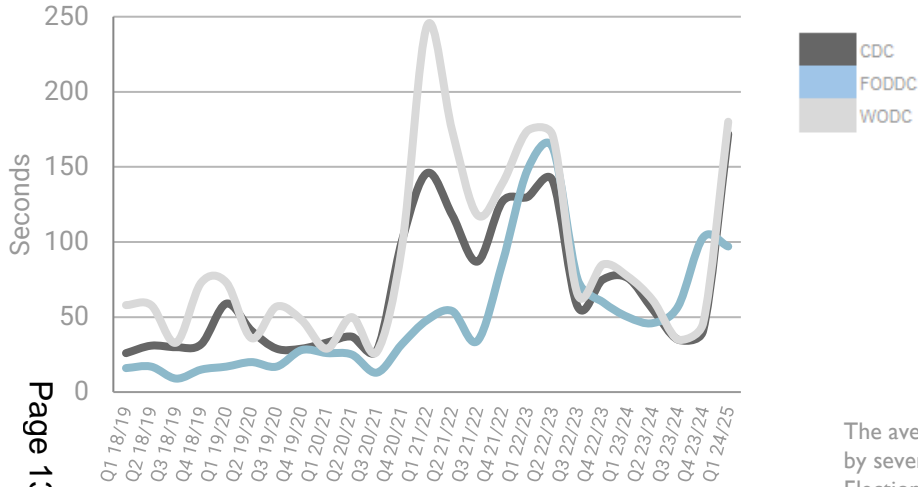
Customer Satisfaction from face to face interactions continues to be high, with a 100% satisfaction rate for the quarter, with all 66 individuals surveyed satisfied with the service.

How do we compare?

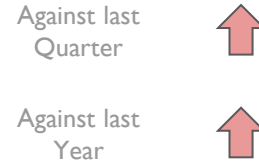
Benchmarking currently not available. The Data & Performance Team will investigate options.

Note that any gaps in the data indicate no surveys were returned. This is especially apparent when the offices were closed during the pandemic.

Customer Call Handling - Average Waiting Time



Direction of Travel



Increased since last quarter and last year

Q1 - Lower is Good

No Target

172 Seconds

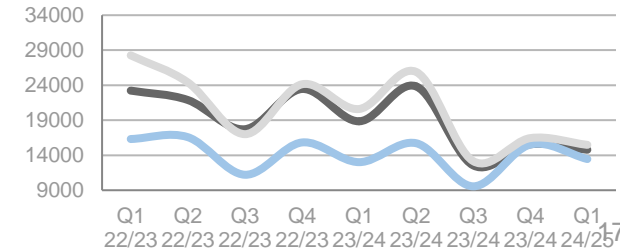
How do we compare?

SPARSE are investigating pulling together Customer Services benchmarking data and if there is sufficient demand and suitably similar metrics to provide comparison across similarly rural local authorities we will work with them to assess any crossover in metrics and potential presentation.

The average wait time at the Council has significantly increased compared to the last quarter, driven by several key factors. Among these is a notable surge in call volumes, particularly due to the General Election, which led to a substantial number of inquiries. Additionally, there was a marked increase in calls related to garden waste services, council tax, and the reorganisation of collection rounds for waste, further burdening the system. Staff resourcing challenges compounded the problem, with the team experiencing vacancies equivalent to six full-time employees. These factors together resulted in much longer wait times. To address this, the service is actively recruiting to fill these vacancies.

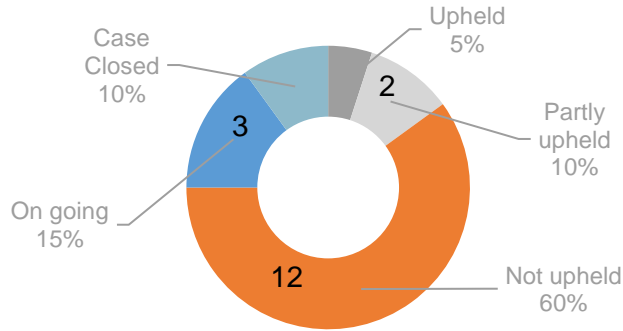
The Council saw a decline of around 4,000 calls compared to the same period the previous year, as depicted in the chart to the right. This data reflects an overarching trend of lower call numbers over time, a trajectory expected to persist owing to sustained initiatives in Channel Choice, aimed at fostering customer self-service options.

Call Volume over Time




Number of complaints upheld


Complaints by Status



Direction of Travel

Complaints upheld or partly upheld at Stage 1

Against last Quarter 

Against last Year 

Steady since last quarter and last year

No Target

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How do we compare?

The number of complaints and enquiries received in the period by the Ombudsman. The decisions made in the period by the Ombudsman. Compliance with recommendations recorded during the period by the Ombudsman. – Latest Dataset is 2022-2023.

2022-23	Complaints Investigated	Percentage Upheld	Upheld decisions per 100,000 residents	Percentage Compliance with Recommendations	Percentage Satisfactory Remedy	CIPFA Rank	Quartile
Cotswold	1	100	1.1	N/A	0	8/12	Third
Derbyshire Dales	6	0	0	N/A	N/A	1/12	Top
Chichester	1	100	0.8	100	0	4/12	Second
Lichfield	2	100	1.9	100	0	12/12	Bottom

During Q1, the Council experienced an increased number of complaints received in comparison to last quarter. The majority of the cases were not upheld.

See the table on the following page for a breakdown of those upheld and partially upheld.

A new Customer Feedback Procedure went live on the 1st October 2021.

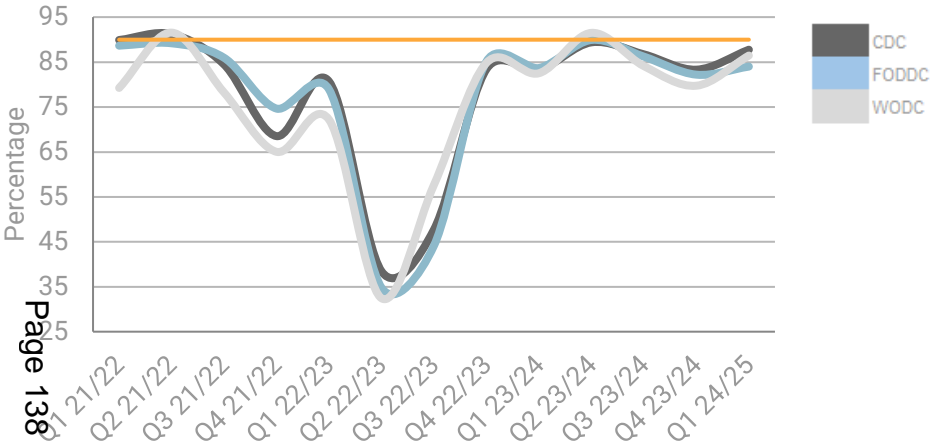
The new process has the following stages:

- Stage 1: Relevant service area responds to complaint within 10 working days
- Stage 2: Complaint is reviewed by Corporate Responsibility Team, response is signed off by relevant Business Manager, and sent to complainant within 10 working days
- Stage 3: Complaint is reviewed by relevant Business Manager, signed off by relevant Group Manager, and sent to complainant within 15 working days


Complaints Upheld or Partially Upheld Breakdown

Service area	Description	Outcome/learning	Decision	Response time (days)
Parking	Unhappy with response as customer felt it was dismissive.	Although the procedure was correct it was agreed that the advisor should have explained the situation in more detail.	Partly Upheld	1
Waste	Littering outside property by waste crews.	Dealt with by Service with crews returning to pick up the excess litter.	Partly Upheld	10
Waste	Green bin not emptied with no action taken until complaint.	Dealt with by service	Upheld	10

Percentage of FOI requests answered within 20 days



Direction of Travel

Against last Quarter 

Against last Year 

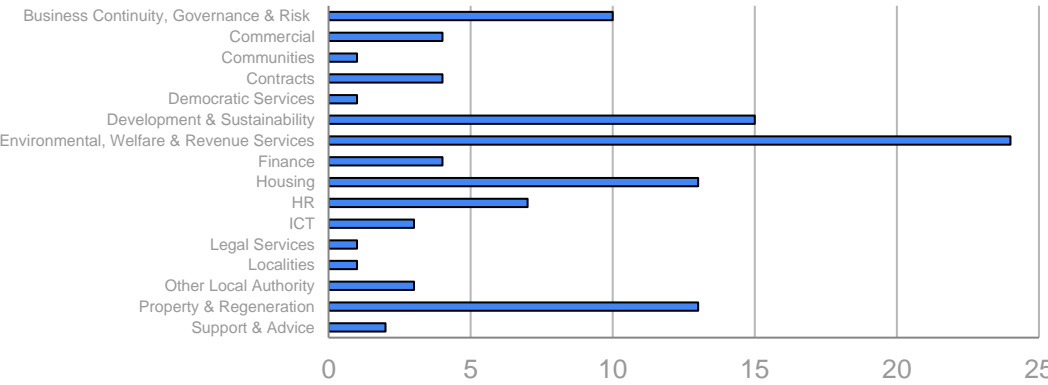
Improved since last quarter and last year

QI - Higher is Good

Target	90%
Actual	87.74%

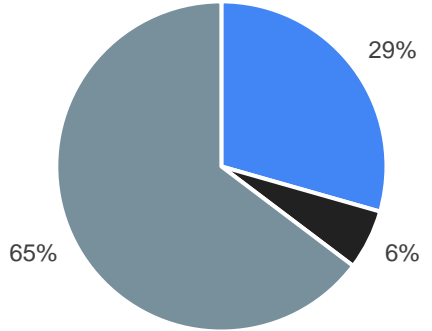
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Requests by Service Area



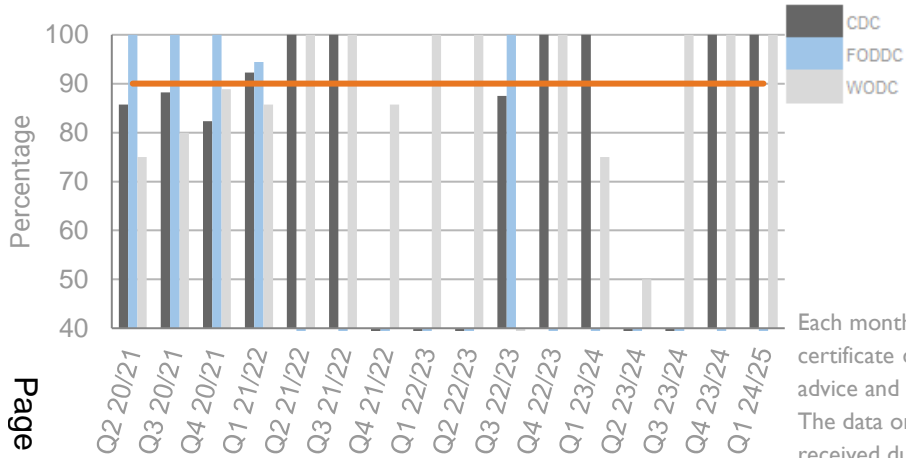
Reasons for Delays in Responding to FOI Requests Beyond the 20-Day Deadline

- Awaiting clarification from requester
- FOI admin backlog
- Service Area not provided information in time



Note: This is a new metric and the Data Team would welcome comments on the preferred observations

Building Control Satisfaction



Direction of Travel

Against last Quarter →

Against last Year →

No Data

QI – Higher is Good

Target

90%

Actual

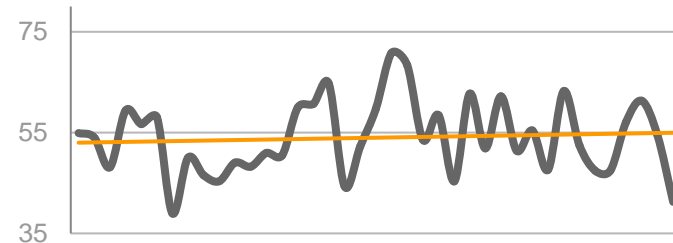
100%

Each month, the service conducts telephone interviews with customers who have received a completion certificate during the month. The customer rates the service on helpfulness of staff, quality of technical advice and other information, responsiveness, value for money, and overall satisfaction.

The data on satisfaction surveys still faces challenges with a low number of returns with only one survey received during Q1.

Due to legislative changes, Building Control has become a regulated activity. From 1st April, all individuals must hold specific qualifications or experience and register with the Building Safety Regulator (BSR) as Registered Building Inspectors (RBIs). The team has been preparing for these changes, with many individuals undertaking courses and assessments. All team members, except one surveyor who is awaiting exam results, have passed and are now appointed as RBIs.

The below chart shows market share over time from April 2021

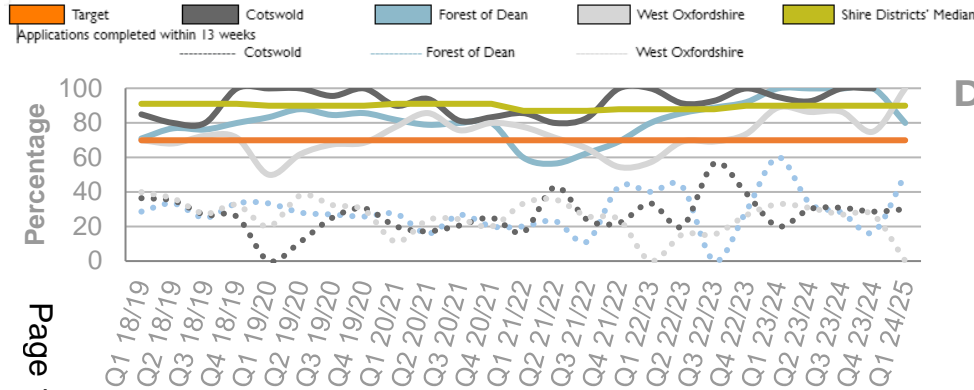


How do we compare?


Percentage of share in the market

	April	May	June	Number of Apps for Quarter
Cotswold	61%	54%	41%	131
Forest	69%	63%	39%	88
West	81%	71%	78%	178

Percentage of major planning applications determined within agreed timescales (including Agreed Extensions of Time (AEOT))



Direction of Travel

Against last Quarter 

Against last Year 

Steady since last quarter and last year

Q1 - Higher is Good

Target 70%
Actual 100%

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How do we compare?

Major Developments - % within 13 weeks or agreed time – LG Inform. Latest dataset is Jan - March '24 (Q4 2023-24)

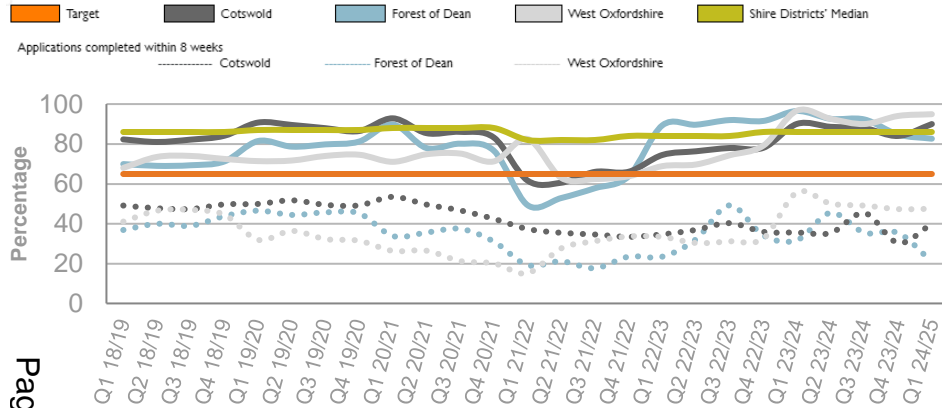
Q4 23-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	100	1/12	Top
West Devon	100	1/12	Top
Maldon	93	3/12	Second
Stratford-on-Avon	85	8/12	Third
Ribble Valley	75	10/12	Bottom
Lichfield	67	12/12	Bottom

The service continues to perform very well processing Major applications within time with 100% of those determined being within the agreed timescales during Q1.


Ten major applications were determined during Q1, compared to five applications in the same period of the previous year.


[See slide for Minor Developments for further narrative](#)

Percentage of minor planning applications determined within agreed timescales (including AEOT)



Direction of Travel

Against last Quarter 

Against last Year 

Improved since last quarter and steady since last year

Q1 - Higher is Good

Target 65%

Actual 90%

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How do we compare?

Minor Developments - % within 8 weeks or agreed time – LG Inform. Latest dataset is Jan - March '24 (Q4 2023-24)

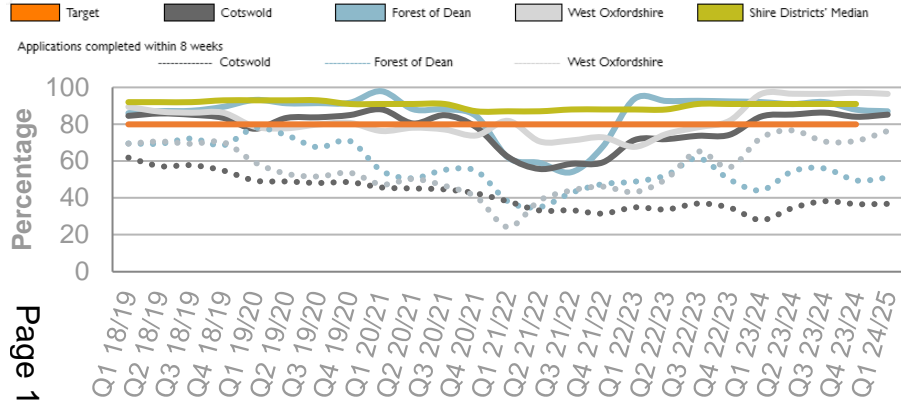
Q4 23-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	84	6/12	Second
Derbyshire Dales	96	1/12	Top
Ribble Valley	90	3/12	Top
Maldon	80	8/12	Third
Wychavon	76	10/12	Bottom
East Hampshire	62	12/12	Bottom

The Council has continued to perform well in processing minor applications within the allotted timeframes, with a slight increase in the number of applications determined within the agreed timeframes compared to last quarter, despite the service being understrength throughout the quarter. A permanent recruitment campaign is currently underway. There have been multiple changes of personnel in recent months, including the DM Manager and Enforcement Manager.

80 minor applications were determined in Q1.

The Development Management Improvement Plan, initiated following the PAS report, remains actively pursued, with significant progress achieved on many key recommendations. Work is underway to create a concise householder application report template.

Percentage of other planning applications determined within agreed timescales (including AEOT)




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How do we compare?

Other Developments - % within 8 weeks or agreed time – LG Inform. Latest dataset is Jan - March '24 (Q4 2023-24)

Q4 23-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	84	11/12	Bottom
Maldon	97	1/12	Top
West Devon	94	3/12	Top
Derbyshire Dales	92	5/12	Second
Stratford-on-Avon	89	9/12	Third
Malvern Hills	83	12/12	Bottom

Direction of Travel

Against last Quarter 

Against last Year 

Slightly improved since last quarter and last year

QI - Higher is Good

Target

80%

Actual

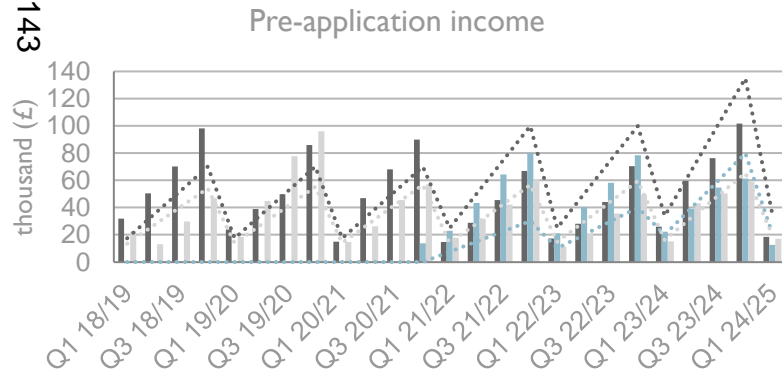
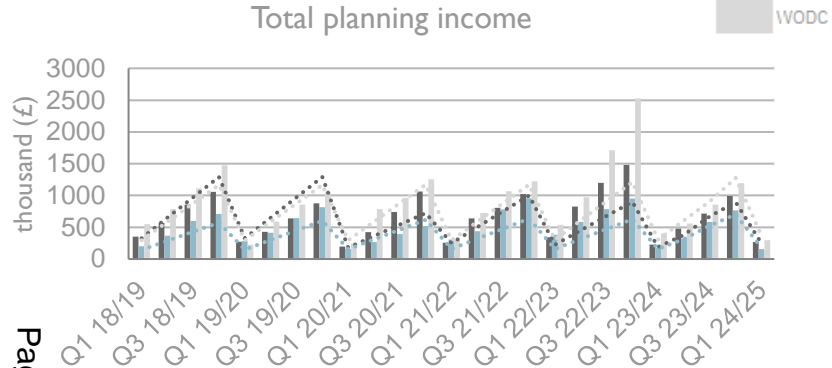
85.25%

Determination times for Other applications have slightly improved by around 1% since last quarter and this time last year.

278 Other applications were determined in Q1.

[See slide for Minor Developments for additional narrative](#)

Total Income achieved in Planning & Income from Pre-application advice



Direction of Travel

Total Planning Income

Against last Quarter



Against last Year



Pre-Application Income

Against last Quarter



Against last Year



Total Income decreased since last quarter but increased since last year
Pre-App Income decreased since last quarter and last year

By the end of Q1, planning income for the Council exceeded its target. Notwithstanding this, the service reported a lower number of Major and Minor applications, which typically generate higher fees. This decline may be linked to the introduction of Biodiversity Net Gain for these application types.

Despite an increase in pre-application fees, the Council did not meet its target.

Q1 – Higher is Good

Total Planning Income (£)

Target

250,470

Actual

266,134

Pre-Application Income (£)

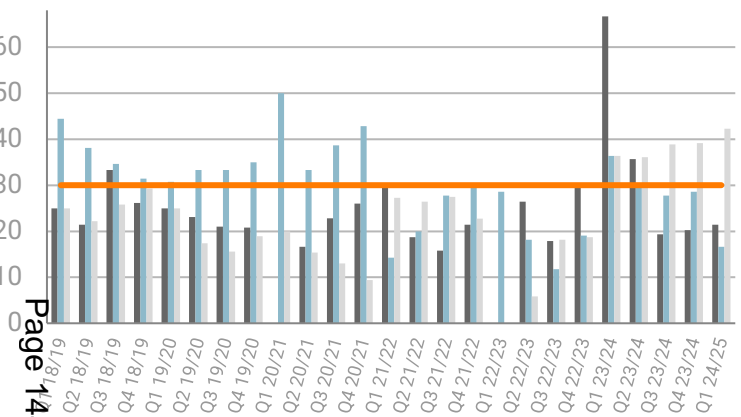
Target

35,500

Actual

18,572

Percentage of Planning Appeals Allowed (cumulative)





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How do we compare?
Percentage of planning appeals allowed – LG Inform. Latest dataset Jan - March '24 (Q4 2023-24)

Q4 23-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	42	12/12	Bottom
Derbyshire Dales	0	1/12	Top
Litchfield	0	1/12	Top
Chichester	20	5/12	Second
Wychavon	31	8/12	Third
Stratford-on-Avon	40	11/12	Bottom

Direction of Travel

- Against last Quarter 
- Against last Year 

Q1 – Lower is Good

Target 30%

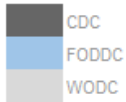
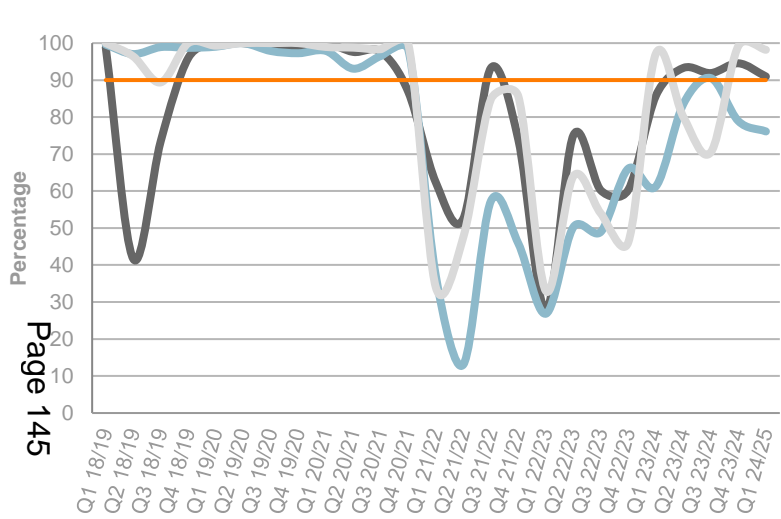
Actual 21.43%

This indicator seeks to ensure that no more than 30% of planning appeals are allowed.

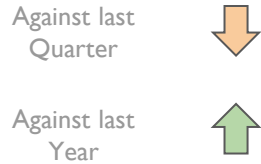
Between 1 April 2024 and 30 June 2024, fourteen appeals were decided, with eleven supported, resulting in a 21.43% allowance rate.

The enforcement project, focusing on enhancing the front end for registering enforcement issues, is currently in progress, with the new user forms allowing cases to be triaged quicker. It is anticipated to result in a decrease in repeat customer contact/chasing, as well as a reduction in the number of non-breach cases due to improved online reporting facilities and back office triage.

Percentage of official land charge searches completed within 10 days

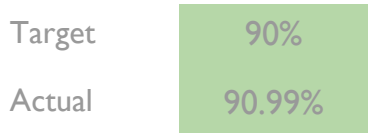


Direction of Travel



Improved since last quarter and last year

Q1 - Higher is Good



During Q1, the Council exceeded its target for completing land charge searches within 10 days.

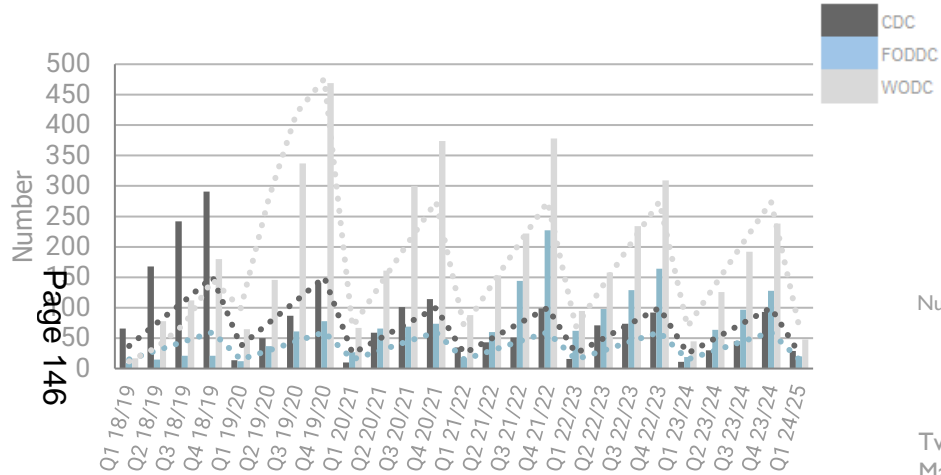
Efforts to strengthen relationships with the answering teams have improved communication and workload management. This enhanced collaboration has enabled team members to address tasks more efficiently, ultimately boosting overall productivity.

The HMLR project, aimed at creating a national local land charges service to speed up searches, has commenced and is currently in the early stages.



How do we compare?

No benchmarking currently available. The Data & Performance Team will investigate options

Number of affordable homes delivered (cumulative)



Direction of Travel

- Against last Quarter 
- Against last Year 

Number of completions improved since last year but declined since last quarter

2023-24 – Higher is Good

Target	25
Actual	29

Twenty-nine properties were completed in Cotswold during Q1, located in Moreton-in-Marsh and Kempsford. The low-carbon affordable housing scheme at Davis Road has been finished, with the opening attended by officers from CDC and Homes England. This development includes 15 houses and maisonettes, offering one, two, and three-bedroom options, all featuring sustainable elements such as air-source heating, solar roof panels, electric vehicle charging points, and enhanced insulation. Each property has achieved an Energy Performance Certificate 'A' rating.

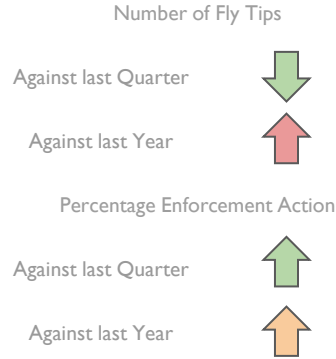
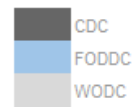
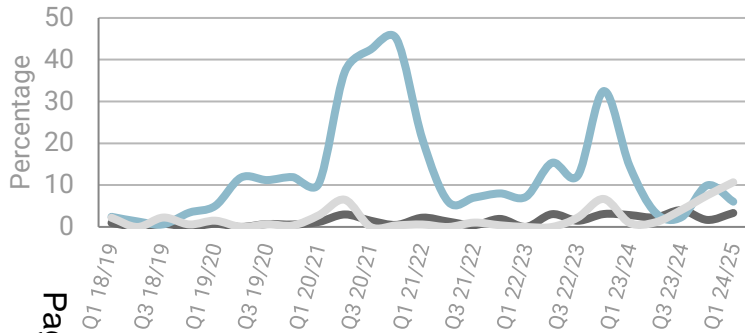
The service reports that completions fluctuate over the year. A housing development period is at least 12 months, with some schemes phased over several years.

How do we compare?

No benchmarking currently available. The Data & Performance Team will investigate options

Number of fly tips collected and percentage that result in an enforcement action

(defined as a warning letter, fixed penalty notice, simple caution or prosecution)



No Target

Number of Fly Tips Collected
233

Percentage Enforcement Action
3.35%

Fly Tips – Decreased since last quarter but increased since last year
Enforcement Action – Increased since last quarter and last year

Page 147

How do we compare?

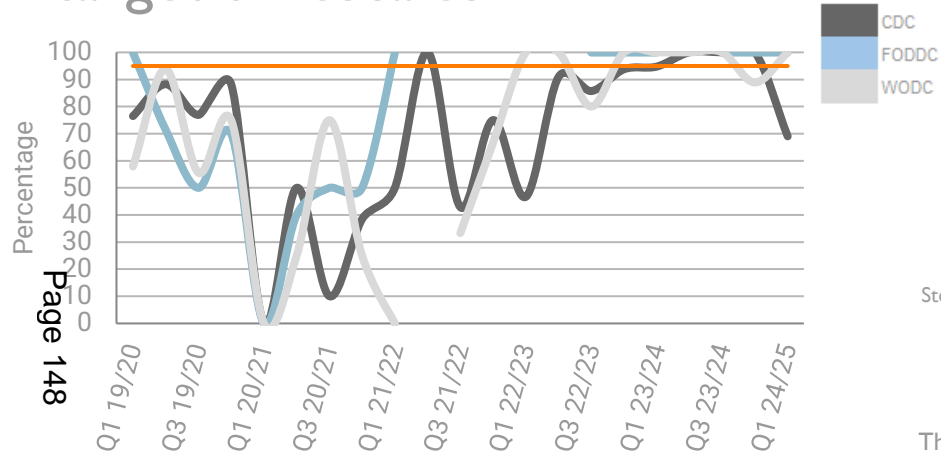
Number of Fly Tips reported for year 2022-23 for Local Authorities in England – GOV.UK. The latest dataset available is 2022-23

2022-23 Benchmark	Total Fly Tips	Total Enforcement Actions	Total FPNs	% FPNs per Fly Tip	CIPFA Nearest Neighbours Rank	Quartile
Cotswold	1092	99	22	2.01	2/12	Top
Wychavon	878	178	6	0.68	5/12	Second
Chichester	844	109	1	0.12	8/12	Third
West Devon	327	0	0	0	12/12	Bottom

During Q1, the number of fly-tipping incidents fell across the partnership, reflecting the success of recent initiatives aimed at reducing illegal waste disposal. This decrease can be attributed to enhanced surveillance, increased public awareness campaigns, and the implementation of stricter penalties.

New vehicle liveries have been applied to buses to raise awareness about the household waste duty of care. This initiative has been funded through the Fly-Tipping grant scheme.

Percentage of high risk food premises inspected within target timescales



Direction of Travel

- Against last Quarter 
- Against last Year 

QI - Higher is Good

Target	95%
Actual	69%

Steady since last quarter but increased since last year

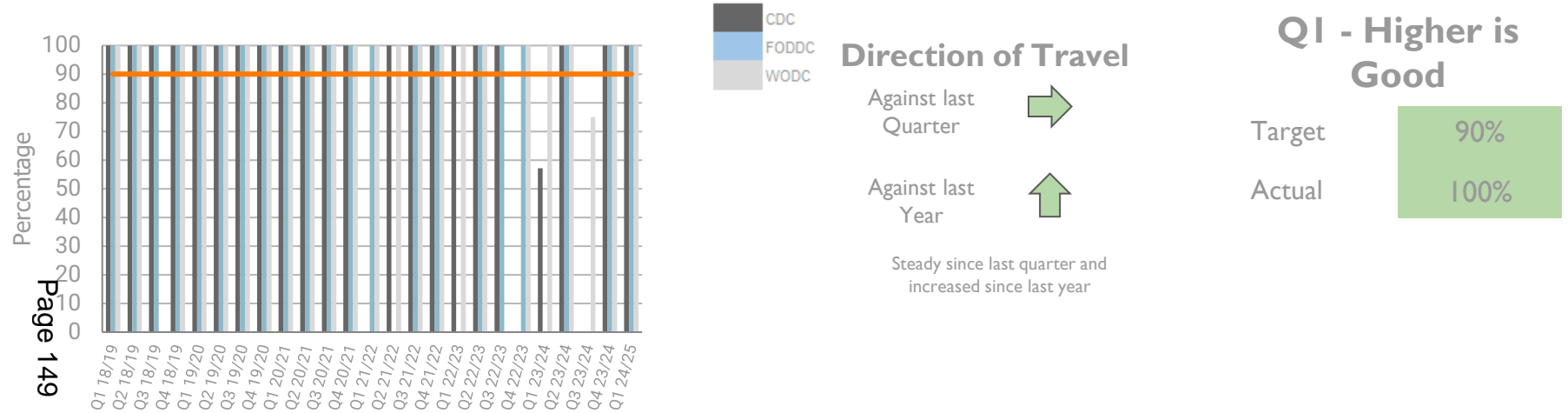
The Council completed 9 out of 13 high-risk food inspections within the target timescale. The team is currently experiencing some resourcing issues leading to the missed inspections. To mitigate the impact of these missed inspections and improve performance, the target deadline for inspecting high-risk food businesses has been advanced by 28 days. This change provides management with additional time to address any outstanding inspections before the original deadline, thereby helping to ensure that all high-risk inspections are completed in a timely manner. The missed inspections have since been completed.

High risk work is naturally prioritised, which can have an impact on lower risk scheduled inspection rates. The service now has a useful dashboard, which is helpful for monitoring team performance and tracking lower risk scheduled inspections within the team.

How do we compare?
APSE performance networks are introducing benchmarking for environmental sectors for 2023-24

% High risk notifications risk assessed within 1 working day

(including food poisoning outbreaks, anti-social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries)

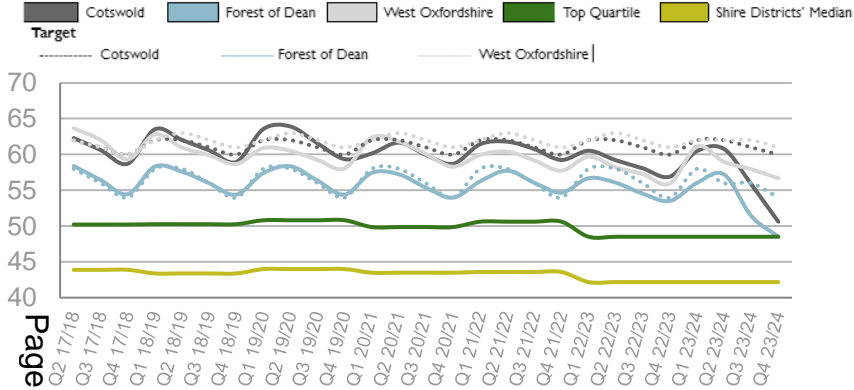


Four notifications were received during Q4 which was assessed within one working day.


How do we compare?


No benchmarking currently available. The Data & Performance Team will investigate options

Percentage of household waste recycled



Direction of Travel

Against last Quarter 

Against last Year 

Declined since last quarter and last year

Q1 - Higher is Good

Target 62%

Actual

How do we compare?

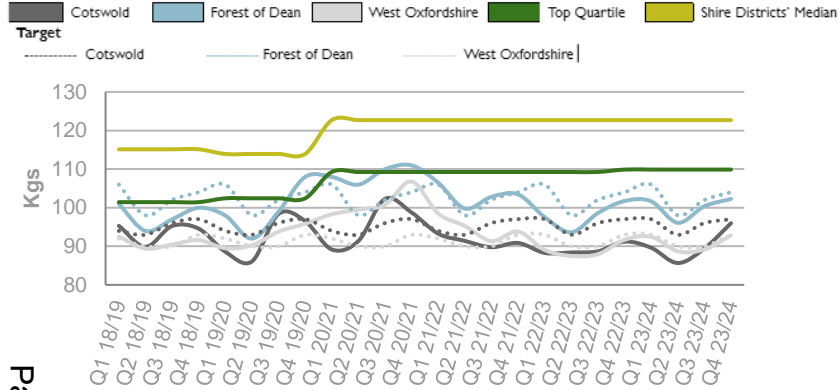
Percentage of household waste sent for reuse, recycling or composting – LG Inform. The latest dataset available in April – June '23 (Q1 2023-24) – **Within this Dataset 6 authorities are missing data**

Q1 23-24 Benchmark	%	CIPFA Rank	Quartile
Cotswold	60.2	2/6	Top
Stratford-on-Avon	70	1/6	Top
West Oxfordshire	60.13	3/6	Second
Derbyshire Dales	49	4/6	Third
Litchfield	50.3	5/6	Bottom
Malvern Hills	47.01	6/6	Bottom


The team is currently awaiting the recycling rates for June from Gloucestershire County Council. The recycling rates for April and May stand at 59.5%, which is approximately 1% lower than the same period last year.


Notes: The quarterly recycling targets are profiled to account for seasonal differences. The combined recycling data is also presented cumulatively which will flatten out some of these differences.

Residual Household Waste per Household (kg)



Direction of Travel

Against last Quarter 

Against last Year 

Decreased since last quarter and last year

Lower is Good

Target  97

Actual  88.74

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How do we compare?
Residual household waste per household (kg/household) – LG Inform. The latest dataset available in April – June '23 (Q1 2023-24) – **Within this Dataset 6 authorities are missing data**

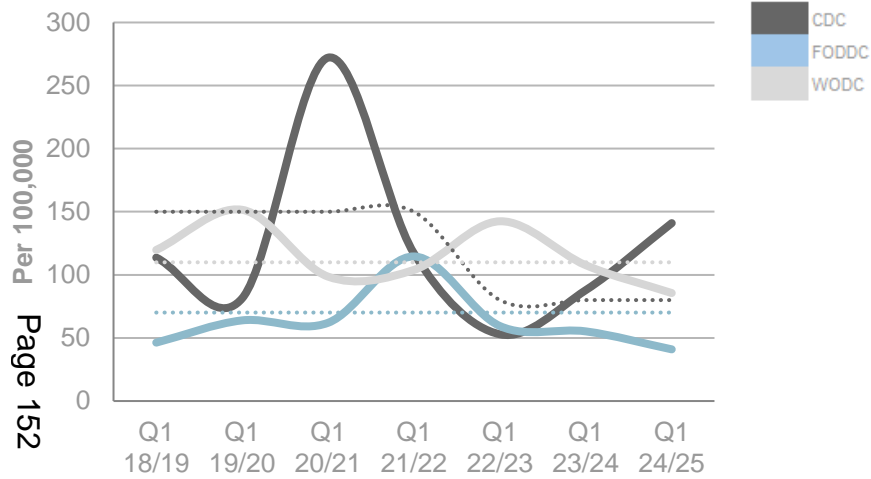
Q1 23-24 Benchmark	Kg	CIPFA Rank	Quartile
Cotswold	89.62	3/6	Second
Stratford-on-Avon	71	1/6	Top
Derbyshire Dales	83.38	2/6	Top
West Oxfordshire	92.43	4/6	Third
Malvern Hills	97.68	5/6	Bottom
Litchfield	112.88	6/6	Bottom

The pattern of residual waste throughout the year is cyclical and targets are profiled according. We typically see an increase in Q3 due to the Christmas period.

In general, the Council is experiencing lower presentation of all types of waste.


Based on the data available, the residual waste per household is lower than or in line with the comparative period of the previous year.


Missed bins per 100,000



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Direction of Travel

Against last Quarter 

Against last Year 

Increased since last quarter and last year

Lower is Good

Target 80

Actual 141

How do we compare?

Missed collections per 100,000 collections (full year) - APSE

2022-23 Benchmark	Missed collections per 100,000 collections	Family Group Rank	Family Group Quartile	Whole Service Rank	Whole Service Quartile
Cotswold	109.89	12/14	Bottom	39/45	Bottom

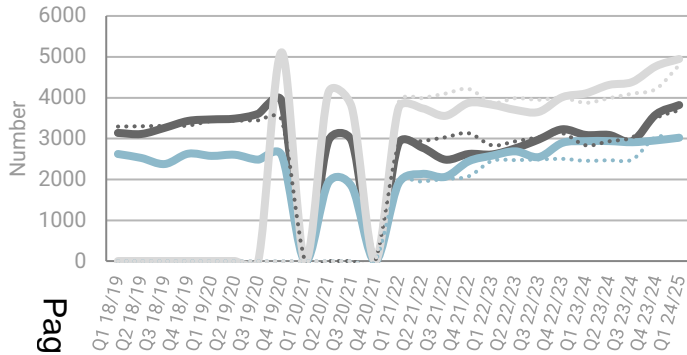
The Council experienced a notable increase in missed bins in comparison to last quarter and the same period last year. The rise in missed bins is primarily due to issues with a specific Garden Waste round, which encountered a high number of misses during the quarter. This situation is partly attributable to the challenging geographical locations along the route. To address this, additional training has been provided for the affected round, and it is anticipated that optimising the rounds will lead to improvements. Furthermore, the recent reorganisation of collection rounds, affecting approximately 60% of households, has contributed to the increased number of missed bins as crews adjust to the new routes.

Note: since the implementation of In-Cab technology, the data source for missed collections is Alloy, In-Cab's back office system. This data source is more accurate than the previous data source.

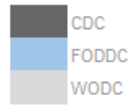
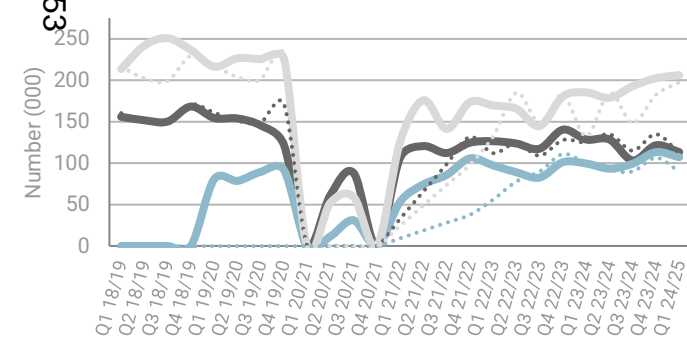
The missed bins target was revised to 80 per 100,000 scheduled collections from 2022-23 Q1 to reflect improvements made over the previous year. 34

Number of visits to the leisure centres & (Snapshot) Number of gym memberships

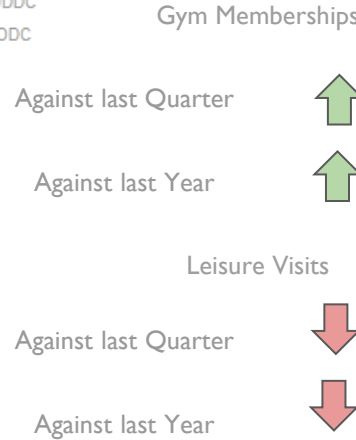
Number of gym memberships



Visits to leisure facilities



Direction of Travel



Gym Memberships – Slightly declined since last quarter and last year
Leisure Visits – Declined since last quarter and last year

Higher is Good

Gym Memberships	
Target	3,700
Actual	3,823
Leisure Visits	
Target	112,000
Actual	113,340

How do we compare?

The Data Team are currently working with partners to compile the data return for APSE performance networks which will then provide benchmarking for this metric.

Visits to leisure facilities in Cotswold decreased by 8,000 compared to the previous quarter and by around 15,000 compared to the same period last year. This decline is attributed to ongoing works at the leisure centre, which began in May and were aimed at improving accessible facilities and providing better changing and fitness spaces for those needing extra support.

However, during Q1, gym memberships continued to rise compared to both the previous quarter and the corresponding period last year.

Learn to Swim participation figures have remained steady but experienced a slight decline. This trend is attributed to the national shortage of swim instructors and the backlog reduction resulting from the COVID-19 facility closures.

Note: Gym memberships were frozen during the first and third lockdowns. No targets were set for 2020-21

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Agenda Item 12



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET– 05 SEPTEMBER 2024
Subject	FINANCIAL PERFORMANCE REPORT – Q1 2024/25
Wards affected	All
Accountable member	<p>CLlr Mike Evemy, Deputy Leader and Cabinet Member for Finance</p> <p>Email: mike.evemy@cotswold.gov.uk</p>
Accountable officer	<p>David Stanley, Deputy Chief Executive and Section 151 Officer</p> <p>Email: david.stanley@cotswold.gov.uk</p>
Report author	<p>David Stanley, Deputy Chief Executive and Section 151 Officer</p> <p>Email: david.stanley@cotswold.gov.uk</p>
Summary/Purpose	This report sets of the initial budget monitoring position for the 2024/25 financial year.
Annexes	Annex A – Non-Treasury Management Prudential Indicators
Recommendation(s)	<p>That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Review and notes the financial position set out in this report. 2. Agree to the recommendation in paragraph 8.3 that Cabinet continue to review in-year opportunities with Publica and Ubico to mitigate the forecast financial position.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services
Key Decision	N
Exempt	NO
Consultees/ Consultation	None



1. BACKGROUND

- 1.1 This report provides members with the initial outturn forecast and monitoring position statement for the 2024/25 financial year.
- 1.2 The purpose of this report is to notify members of any significant variations to budgets identified in the second quarterly budget monitor exercise, highlight any key financial issues, and to inform members of options and further action to be taken.
- 1.3 In common with the almost all local authorities, the council faces several external budget pressures that are impacting on its finances over the medium-term. Whilst inflation has fallen back over the course of the calendar year, there remains uncertainty around interest rates and inflationary pressures in the current financial year which exert an influence over the Council's budget both directly and indirectly.

2. EXECUTIVE SUMMARY

- 2.1 This report sets out the outturn forecast for the financial year informed by Q1 budget monitoring.
- 2.2 Overview and Scrutiny Committee considered this report at their meeting on 02 September 2024.
- 2.3 Based on the budget monitoring exercise undertaken for Q1 and an assessment of the risks and uncertainties facing the Council, the outturn forecast is an adverse variation of £0.145m



Table ESI – Revenue Budget Outturn Forecast (Q1)

	2024/25 Latest Net Budget (£'000)	2024/25 Actuals to Q1 (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Revenue Budget				
Subtotal Services	18,320	3,615	18,442	121
Less: Reversal of accounting adjustments	(1,778)		(1,778)	0
Revised Subtotal Services	16,542	3,615	16,663	121
Corporate Income & Expenditure	(1,481)	(406)	(1,605)	(124)
Provisions and Risk Items	0	0	148	148
Net Budget Requirement	15,061	3,209	15,206	145
Funded by:				
Council Tax	(6,597)		(6,597)	0
Retained Business Rates	(5,014)		(5,014)	0
Government Funding - Grants	(3,206)		(3,206)	0
Government Funding - NHB	(287)		(287)	0
Collection Fund (surplus) / Deficit	(473)		(473)	0
TOTAL Funding	(15,577)	0	(15,577)	0
Budget shortfall/(surplus)	(516)		(371)	145

Table ES2 – Revenue Budget – Reconciliation of variations (Q1)

Variations at a glance	Positive variation (£'000)	Adverse Variation (£'000)
Fees & Charges	(65)	59
Commercial Property - Rental income shortfall (risk)		23
Elections		54
Car Parks (Business Rates)	(58)	
Bank Charges		26
Other service variations		10
Mobilisation costs - rezoning of Waste & Recycling		72
Treasury Management Income	(125)	
Savings Target	0	0
Publica Review - Phase 1		148
Subtotal	(247)	392
Net Outturn Variation		145

2.4 The material forecast variations are listed below with further details in Section 4 of this report.



- Forecast income variations – Underachievement: Land Charges (£24k), Cemeteries (£35k). Additional income: Bulky Waste (£38k), Green Waste (£15k)
- Commercial Property rental income (£23k adverse variation)
- Car Park Expenditure – underspend on business rates £58k
- Elections – Overspend of £54k forecast due to expenditure with Civica on the trial of Tablets that cannot be claimed through the Parliamentary Election expenses scheme.
- Bank Charges – Additional cost arising from increased volume of card and bank charges of £26k. A revised contract for debit and credit card fee processing charges will be in place later in the financial year.
- £72k additional expenditure for Communications and Customer service support for the rollout of the Waste and Recycling rezoning.
- Treasury Management and interest receivable performance (£0.125m positive variation)
- Publica Review impact (part-year) of £0.148m included as a provision.

2.5 The Cabinet Transform Working Group (CTWG) will consider the forecast outturn, financial risks and uncertainties set out in this report. CTWG will specifically be considering proposals from service delivery partners to contribute to the Council's Savings plans and will be closely monitoring the achievement of savings targets.

2.6 The outturn forecast is a net overspend/adverse variance of £0.145m. Without positive action, the outturn variation would reduce the level of budgeted surplus in-year (i.e. it would reduce the planned transfer to the Financial Resilience reserve at year end from £0.516m to £0.371m). Clearly, this is not a desirable outcome and management action must be taken by the Council, Publica and Ubico to mitigate the forecast outturn position.

2.7 A summary of the Capital Programme outturn forecast is shown in the table below.



Table ES2 – Capital Programme Outturn Forecast

Capital Programme	2024/25 OB (£'000)	Slippage From 2023/24 (£'000)	2024/25 Adjs (£'000)	2024/25 LAB (£'000)	2024/25 Actuals to Q1 (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Leisure & Communities	1,310	0	0	1,310	71	1,279	(31)
Housing/Planning and Strategic Housing	2,289	262	0	2,551	404	3,351	800
Environment	1,857	218	383	2,458	0	2,192	(266)
Retained & Corporate	0	0	0	0	0	0	0
ICT, Change and Customer Services	350	0	0	350	0	150	(200)
UK Rural Prosperity Fund	573	179	0	752	0	752	0
UK Shared Prosperity Fund Projects	134	0	0	134	0	134	0
Land, Legal and Property	300	580	0	880	0	880	0
Transformation and Investment	0	274	0	274	0	274	0
TOTAL Capital Programme	6,813	1,513	383	8,709	475	9,012	303

- 2.8** Whilst the table indicates a net overspend of £0.303m this is due to a timing difference on Disabled Facilities Grants (DFG) funding. The Capital Programme, as approved in February 2024, includes £0.700m of funding from the Better Care Fund support DFG expenditure. Through the pooling arrangements in place with Gloucestershire County Council, expenditure of up to £1.5m in 2024/25 is provided. An amendment to the Capital expenditure and financing budget will be presented to Cabinet later in the financial year.
- 2.9** Therefore, the underlying position on the capital programme (excluding DFGs) is a forecast underspend of £0.497m.
- 2.10** Financial Sustainability – The 2024/25 revenue budget, as approved by Council in February 2024, is for a surplus of £0.516m which will be transferred to the Financial Resilience Reserve. It should be noted that without any improvement in the forecast during the year, corrective action, or additional savings the outturn variation would reduce the surplus to £0.443m. Clearly, this is not a desirable outcome and further management action must be taken by the Council, Publica and Ubico to mitigate the current forecast outturn.
- 2.11** Financial Performance reports will be presented to members at the December 2024 and March 2025 Cabinet meeting with the outturn position likely to be finalised for the July 2025 Cabinet meeting.

3. EXTERNAL ECONOMIC ENVIRONMENT

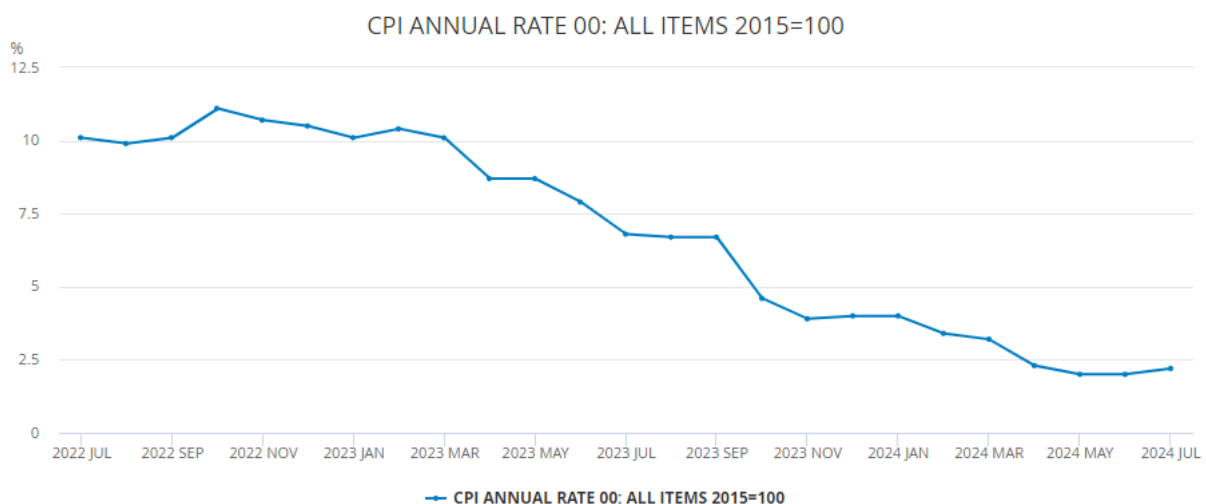
- 3.1** The *2024/25 Revenue Budget, Capital Programme and Medium Term Financial Strategy* report to Council in February 2024 outlined the external economic pressures on the Council that



were likely to have a material impact on the budgeted and MTFS.
An update on economic environment is provided below.

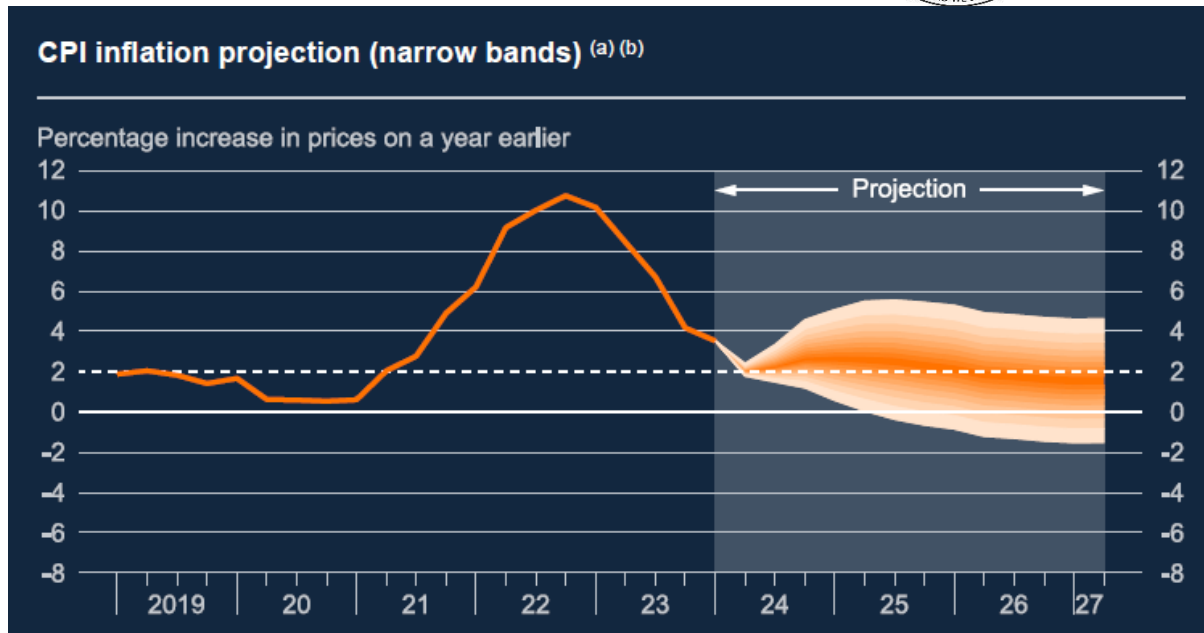
Inflationary Pressures

3.2 The level of inflation, as measured by the Consumer Prices Index, for July 2024 is 2.2% (up from 2.0% in June 2024). Although it is not the Government's preferred measure of inflation, the Retail Prices Index is 3.6% (2.9% in June 2024). Core inflation (as defined by the Office for National Statistics as the CPI Rate excluding energy, food, alcohol, and tobacco) fell to 3.3% (3.5% in June 2024). It is this measure that concerned the Bank of England and led to increases in interest rates during 2022 and 2023 with easing of the base rate in July 2024.



3.3 Although general inflation has reduced since the start of the calendar year, the Council is subject to specific inflationary pressures on its services (e.g., fuel costs on waste and recycling service) which have tended to track higher than CPI and RPI.

3.4 The forecast for inflation is to remain close to the Bank of England's target of 2.0% (CPI) with analysts commenting on the August 2024 rate that the slow and gradual deflation remains with the expectation of further interest rate cuts in the latter half of the year. The graph below shows the different CPI forecasts that are published in the quarterly Bank of England Monetary Policy Committee report (August 2024).



Inflationary Pressures – Pay Award

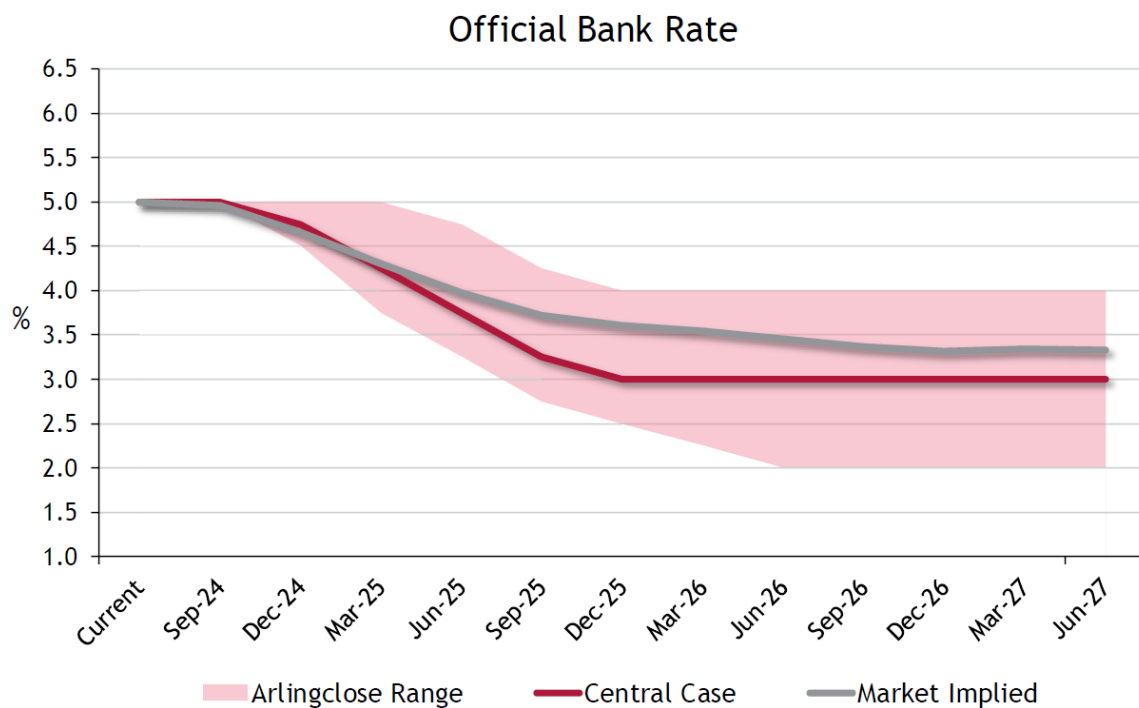
- 3.5** The assumption made for the 2024/25 budget was for an average Pay Award of 5% across Publica and Council staff with 6% budgeted for across Ubico. Inflationary provision of just under £1m has been included in the budget for the pay award across Publica and Ubico contracts and for retained staff costs.
- 3.6** Local Government employers made a final offer to the unions in May 2024. With effect from 01 April 2023, the offer made by employers was:
- an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive (equating to an increase of between 2.50% and 5.77% depending on the paygrade)
 - an increase of 2.50% on all pay points above the maximum of the pay spine but graded below deputy chief officer.
 - an increase of 2.50% on all allowances
- 3.7** For reference, the financial implications of the employers offer outlined above is within the inflation allowance in the current year's budget.
- 3.8** The unions have rejected this offer and are seeking a pay increase of £3,000 or 10% at every spinal column point (whichever is the higher). **The estimated additional financial impact of the union proposal would be around £0.600m.**



3.9 At the time of writing this report it is unclear when the pay award will be settled and at what level.

Interest Rates

3.10 The Bank of England increased interest rates fourteen times since December 2021 to mitigate inflationary pressures with the base rate reaching 5.25% in August 2023. The MPC voted to reduce rates by 0.25% to 5.00% at their last meeting at the beginning of August 2024 (5-4 in favour of a reduction to 5.00% with the 4 members voting for no change). The council's treasury management advisors have forecast further reductions during the year with an expectation that the base rate may reduce to 4.25% by March 2025. The next MPC meetings are scheduled for 19 September 2024, 07 November 2024, and 19 December 2024.



3.11 Whilst there is no immediate plan to prudentially borrow to support the Capital Programme, the Council may need to undertake borrowing over the medium-term although this is dependent on several factors. Clearly, with PWLB interest rates remaining relatively high compared to the previous 12 years, this will impact the expenditure required to service any borrowing the Council undertakes. The capital financing position is set out in more detail in section 4 of this report.

3.12 The Council has limited and reducing internal resources to support the capital programme (capital receipts, earmarked reserves). This is not unique to Cotswold District Council with reports in specialist press (e.g., Public Finance) of Councils shelving or scrapping planned



capital projects as other costs continue to rise and/or the need to find savings to balance the budget.

- 3.13 With interest rates expected to remain relatively high during the financial year, the Council will need to ensure capital expenditure and capital financing decisions are made ‘in the round’. This will ensure that existing and new capital schemes are not considered in isolation and are prioritised against the Council’s Corporate Plan and reference to affordability and deliverability.
- 3.14 Cabinet adopted the Asset Management Strategy (AMS) in May 2024 which set out the principles for managing assets and provides a clear strategy for decision making and investment in the Council’s land and property assets. To support the AMS, detailed asset management plans for each asset will be considered by Cabinet at their meeting in November 2024.

4. REVENUE BUDGET

- 4.1 The Revenue Budget was approved by Council at their meeting on 21 February 2024 with no adjustments made during the financial year to date.

Table 1 – Revenue Budget reconciliation

Budget Item	(£'000)
Original Budget (Council, 21 February 2024)	15,061
Adj:	
Adj:	
Adj:	
Adj:	
Latest Budget	15,061

- 4.2 The revenue budget will be in a state of flux during the financial year as budgets will be amended to reflect the transfer of services from Publica to the Council in Phase I of the Publica Transition. Whilst it is not anticipated that the net budget position (£15.061m) will change, the composition of the budget (i.e. subjective split between Pay and Non-Pay budgets) and net service budgets will be amended. These changes will include:
- Reversal of Publica Contract Sum budgets for Phase I services
 - Establishment of relevant Pay and Non-pay budgets for Phase I services in-line with the indicative amounts included in the [Publica Review - Detailed Transition Plan](#) report approved by Council on 31 July 2024.



- A review of the remaining balance of the Publica Contract Sum with consideration of further adjustment to Phase 2 services and those services that will remain with Publica.
- 4.3** With Phase I effective from 01 November 2024, members should expect to see material adjustments to service budgets in the Q3 and Q4 financial performance reports with a revised revenue budget for 2024/25 included with the 2025/26 Budget and MTFS proposals to Cabinet and Council in February 2025.
- 4.4** As of 30 June 2024 (Q1) the Council's net expenditure (excluding Funding and Parish Precepts) was £3.209m against the profiled budget of £3.451m.
- 4.5** At their meeting on 31 July 2024, Council approved the implementation of Phase I of the Publica Transition based on the Detailed Transition Plan (DTP). The report set out that the net additional impact on the revenue budget in the current financial year is estimated at £0.148m (i.e. from the effective date of the Phase I transfer of 01 November 2024). The Publica Transition will have a significant impact on the budget over the coming months and will be monitored closely. Management action taken should cost pressures start to come through. Any variation from this estimate will be reported to members through the regular quarterly financial reporting to Cabinet.
- 4.6** The outturn forecast for 2024/25 of £15.134m results in a forecast variance of £0.073m. Table 2 provides members with an overview of the material outturn variations that have been forecast across services with Tables 3 and 4 providing detail on the non-service revenue expenditure and income budgets.



Table 2 – Revenue Budget Outturn Forecast Summary

	2024/25 Original Net Budget (£'000)	2024/25 Latest Net Budget (£'000)	2024/25 Actuals to Q1 (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Revenue Budget					
Environmental & Regulatory Services	620	620	147	606	(14)
Business Sup. Svcs - Finance, HR, Procurement	1,285	1,285	485	1,285	0
ICT, Change & Customer Services	2,423	2,423	536	2,423	0
Assets, Property & Regeneration	829	829	229	853	24
Publica Executives and Modernisation	139	139	35	139	0
Revenues & Housing Support	930	930	147	930	0
Environmental Services	4,496	4,496	833	4,495	(1)
Leisure & Communities	2,342	2,342	87	2,342	0
Planning & Strategic Housing	1,653	1,653	384	1,653	0
Democratic Services	1,176	1,176	(38)	1,230	54
Retained and Corporate	2,426	2,426	771	2,484	58
Subtotal Services	18,320	18,320	3,615	18,442	121
Less: Reversal of accounting adjustments	(1,778)	(1,778)		(1,778)	0
Revised Subtotal Services	16,542	16,542	3,615	16,663	121
Corporate Income & Expenditure	(1,481)	(1,481)	(406)	(1,605)	(124)
Provisions and Risk Items	0	0	0	148	148
Net Budget Requirement	15,061	15,061	3,209	15,206	145
Funded by:					
Council Tax	(6,597)	(6,597)		(6,597)	0
Retained Business Rates	(5,014)	(5,014)		(5,014)	0
Government Funding - Grants	(3,206)	(3,206)		(3,206)	0
Government Funding - NHB	(287)	(287)		(287)	0
Collection Fund (surplus) / Deficit	(473)	(473)		(473)	0
TOTAL Funding	(15,577)	(15,577)	0	(15,577)	0
Budget shortfall/(surplus)	(516)	(516)		(371)	145



Table 3 – Corporate Income and Expenditure Q1

	2024/254 Original Net Budget (£'000)	2024/25 Revised Budget (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Corporate Income and Expenditure				
Contingency	200	200	200	0
Other non-service expenditure	52	52	52	0
Other non-service savings	(7)	(7)	(7)	0
Contingency, other non-service income and expenditure	245	245	245	0
Savings & Transformation Items	(714)	(714)	(714)	0
Treasury Management - Interest Payable	9	9	9	0
Treasury Management - Interest Receivable	(1,333)	(1,333)	(1,458)	(125)
Minimum Revenue Provision (MRP)	12	12	12	0
Revenue Contribution to Capital Outlay (RCCO)	0	0	0	0
Transfer to/(from) Earmarked Reserves	301	301	301	0
	(1,481)	(1,481)	(1,605)	(125)

Table 4 – Provisions and Risk Q1

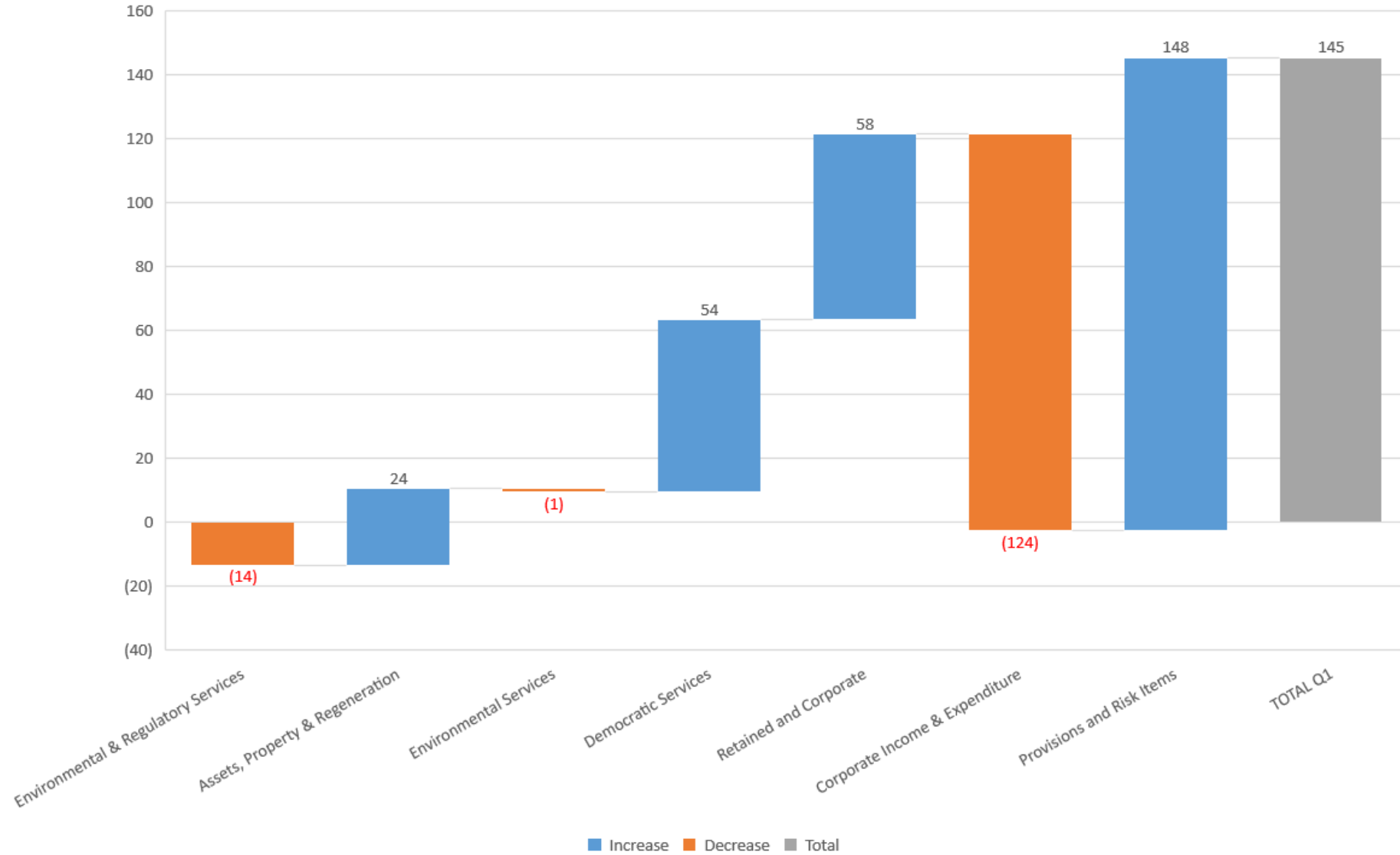
	2024/25 Original Net Budget (£'000)	2024/25 Revised Budget (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Provisions and Risk				
Savings/Contingency Risk				0
Ubico Contract				0
Publica Contract				0
Phase One Publica Review - as per July report			148	148
	0	0	148	148

Key variations

- 4.7** As outlined in paragraph 4.6, the forecast outturn position is a net overspend/adverse variance of £0.145m. Without positive action, the outturn variation would reduce the level of budgeted surplus in-year (i.e. it would reduce the planned transfer to the Financial Resilience reserve at year end from £0.516m to £0.371m). Clearly, this is not a desirable outcome and management action must be taken by the Council, Publica and Ubico to mitigate the forecast outturn position.



Summary of key Revenue Budget variations - Q1 2024/25

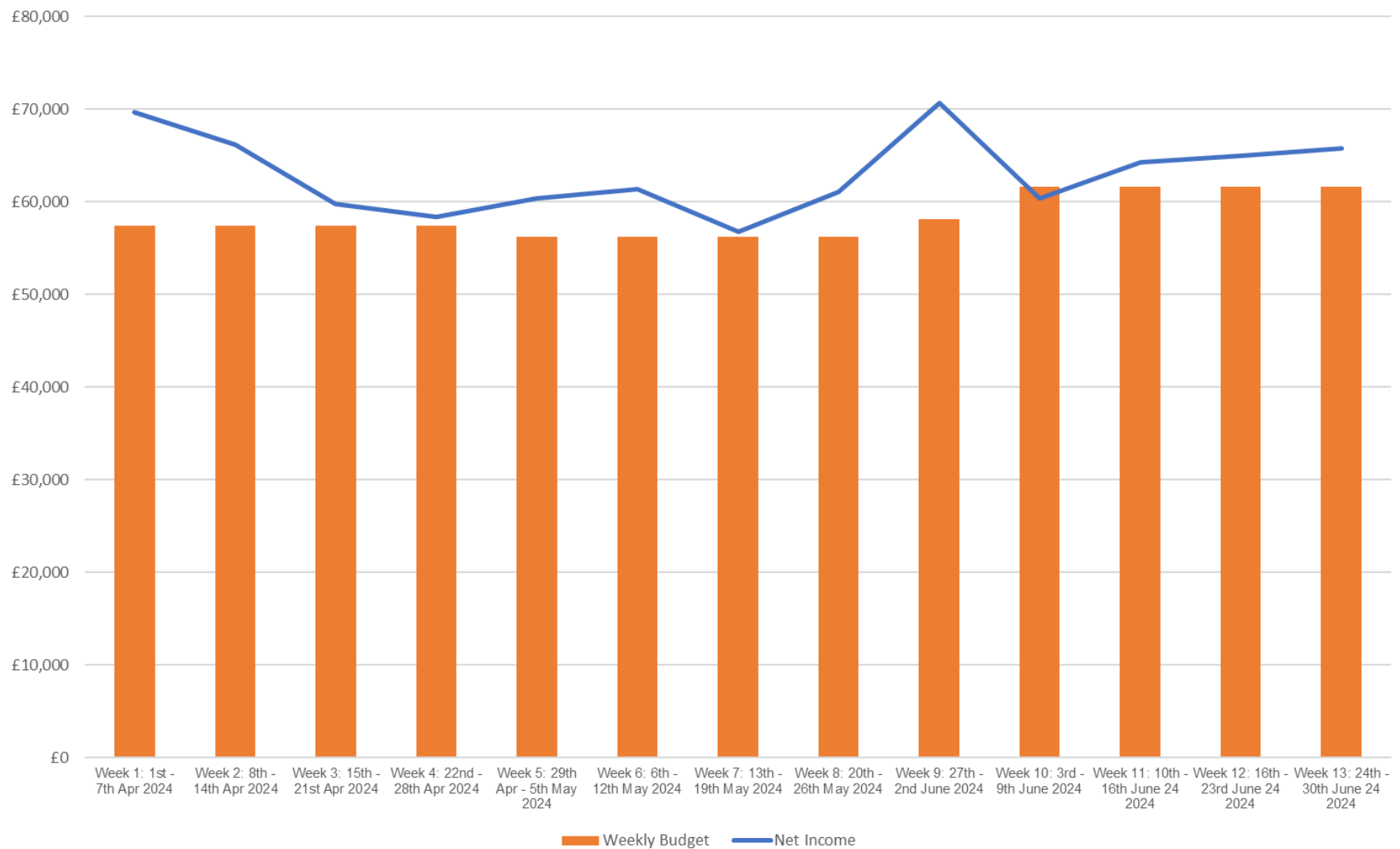




- 4.8** The material items which have had an impact on the Council's revenue budget are summarised below with narrative explaining the reasons(s) for the variation in the paragraphs that follow.
- Forecast income variations – Underachievement: Land Charges (£24k), Cemeteries (£35k). Additional income: Bulky Waste (£38k)
 - Commercial Property rental income (£23k adverse variation)
 - Car Park Expenditure – underspend on business rates £58k
 - Elections – Overspend of £54k forecast due to expenditure with Civica on the trial of Tablets that cannot be claimed through the Parliamentary Election expenses scheme.
 - Bank Charges – Additional cost arising from increased volume of card and bank charges of £26k. A revised contract for debit and credit card fee processing charges will be in place later in the financial year.
 - £72k additional expenditure for Communications and Customer service support for the rollout of the Waste and Recycling rezoning.
 - Treasury Management and interest receivable performance (£0.125m positive variation)
 - Publica Review impact (part-year) of £0.148m included as a provision.
- 4.9** The 2024/25 revenue budget included £1.350m of material increases to fees and charges and cost reductions:
- Car Parks Fees (£0.481m) additional income
 - Garden Waste Fee (£0.169) additional income
 - Waste and Recycling (£0.375m) cost reduction
 - Streets Service (£0.150m) cost reduction
 - Planning Fees (£0.100m) additional income
 - Customer Service contact centre (0.075m) further cost reduction
- 4.10** The outturn forecast for Q1 indicates these income increases, and cost reductions should be achieved in full:
- Income from Car Park fees is currently 8% above the budgeted level (6% above budgeted level when Permits and Fines are included). The graph below provides a week-by-week comparison of actual fee income against the budget up to 30 June 2024.
 - Garden Waste fee income received is £15k above the budgeted level at Q1 although likely to be higher by Q2.
 - Cabinet approved the reduced telephone access arrangements (Customer Service contact centre) on a permanent basis at their meeting on 25 July 2024.



Car Park Fee Income - Q1 Actuals vs. Budget





Garden Waste Fee	Fee	Licences	No. subject to LCTS discount	Estimated additional Income (£)	TOTAL Income (£'000)
MTFS Assumption	£64.00	22,230	1,305	0	1,465
Q1 Forecast (20 June 2024)	£64.00	21,730	1,257	49	1,480
Current position (20 August 2024)	£64.00	22,613	1,324	0	1,490

- 4.11** However, it is too early in the financial year to assess with certainty achievement of the cost reductions for the revised Waste and Recycling rounds and Streets Service. These will be analysed in detail in the Q2 Financial Performance report which will be considered by Cabinet in December 2024.
- 4.12** Where income shortfalls have been forecast, it is expected that Business Managers and Assistant Directors evaluate options for corrective action. It is unlikely income will recover in the current financial year and may have a detrimental impact on the Council's finances over the medium-term. The evaluation must include an assessment of the service cost and income, market positioning, and unit cost and benchmarking data analysis. Options should outline, if possible, how the service can be financially sustainable.
- 4.13** Income from land charges is below budget with net income received forecast to be £24k below budget at the end of the financial year due (based on the current profiled position). The income budget was reduced for the year by £19k (from £0.208m to £0.189m) recognising the downward trend on income in 2023/24 in part to the rise in free unofficial Personal Searches (through Personal Search Agents). Service performance data indicates the service is exceeding the target for completing land charge searches within 10 days but does not provide information on activity levels. Further analysis of service cost and income will be undertaken for the Q2 Financial Performance report.
- 4.14** There is a risk that the Council will not receive the budgeted level of commercial rental income given the challenging economic conditions across retail and office sectors and downward pressure on rents. An income shortfall of £23k is currently forecast but will be reviewed alongside the wider Asset Management Strategy.
- 4.15** An overspend of £54k is forecast for the Elections service. This is due to expenditure with CIVICA on the trial of Tablets at the Police and Crime Commissioner election in May 2024 and the General Election in July 2024. These costs cannot be claimed through the national election expenses scheme. Trials have been undertaken to assess whether the use of Tablets



and software would streamline the election process by reducing the opportunity for polling station errors and streamlining the count process with ballot paper accounts reconciled through the Tablet and software.

- 4.16** Car Park Expenditure (Business Rates) – the expenditure budget for business rates for the Council's Car Parks is £0.306m and this is forecast to be underspent by £58k this year (2023/24 underspend £71k). In previous years, this underspend has mitigated income shortfalls (Fees, Permits, Fines) but current performance levels on car park fees indicate this will not be required in-year. The level of business rates for 2025/26 will be reviewed as part of the budget setting process and an over-provision of budget will be released.

Treasury Management

- 4.17** Dividends from the Council's longer-term investments (Pooled funds and Real Estate Investment Trusts) of £0.170m were received in the first quarter of the financial year achieving a return of 4.98%. Interest from short term cash deposits with the Debt Management Office (DMO) was £0.156m due to interest rates remaining at a higher level than assumed in the budget and MTFs.
- 4.18** It should be noted that the budgeted level of investment income for 2024/25 is £1.3m – an increase of £0.515m over the 2023/24 and recognises the current interest rate position and improved returns. This is a prudent estimate for the year but is lower than the final 2023/24 level of investment income of £1.784m given the forecast interest rate reductions over the financial year.
- 4.19** It is not expected that the current interest rate level will be maintained over the MTFs period, as set out in Section 3 of this report, with expectations of investment income in 2025/26 reducing to around £1m with a further reduction to £0.5m by 2026/27.
- 4.20** Whilst the Bank of England has reduced the base rate by 0.25% and a further modest rate cuts expected during the financial year, the outturn forecast only considers the Q1 variation. The level of investment income for the year will depend on the performance of both short-term investments (Money Market Funds, deposits with the DMO) and dividends from the long-term investment. It is too early in the financial year to assess with certainty the prospects for Q2 to Q4. The table below provides members with a high-level overview of the Council's Treasury Management investments on 30 June 2024.



Table 6 – Treasury Management Investments on 30 June 2024

Investment type	Balance invested at 30/06/24 (£'000)	Investment Income received to 30/06/24 (£'000)
Bank of England DMDAF	7,650	82
Money Market Funds		
Federated Money Market Fund	3,000	26
DGLS Money Market Fund	3,000	23
Insight Liquidity Money Market Fund	3,000	13
Lloyds Instant Access	1,305	8
Other Short-term deposits	1,500	5
Real Estate Investment Trusts (REIT)		
Fundamentum Housing REIT	953	8
Cash Plus Fund		
Federated Cash Plus Fund	1,174	0
Pooled Funds		
CCLA Property Fund	2,143	30
Shroders Income Maximiser Fund	821	23
CCLA Diversified Income Fund	968	11
M&G UK Income Fund	1,788	51
Investec Diversified Fund	1,793	24
Columbia Threadneedle Bond Fund	1,915	25
	31,010	326

4.21 Should Treasury Management investment returns continue to be above the budgeted level and subject to the outturn forecast, it is recommended that a proportion is transferred to the Treasury Management Risk earmarked reserve to manage higher borrowing costs in the short-term and to mitigate potential changes to the accounting treatment of gains and losses on pooled funds from March 2025.

4.22 Council approved the Capital Strategy and the Treasury Management Strategy (including the Non-Treasury Management Investment Strategy) at their meeting on 21 February 2024. Audit and Governance Committee have responsibility for reviewing and monitoring treasury management arrangements in accordance with the CIPFA Treasury Management Code and receiving performance reports. The Council adopted the Chartered Institute of Public Finance and Accountancy’s Treasury Management in the Public Services: Code of Practice (the



CIPFA Code) which requires the Council to approve, as a minimum, treasury management semi-annual and annual outturn reports.

4.23 The CIPFA Code was updated in 2021 and includes the new requirement, mandatory from 01 April 2023, of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are expected to be included in the Council's usual revenue and capital monitoring reports. Section 6 and Annex A of this report provides members with an overview on the non-treasury position.

Corporate Income and Expenditure, Provisions and Risk

4.24 As outlined in Tables 3 and 4 there are variations forecast across the Corporate Income and Expenditure budgets. These budgets support the General Fund Revenue budget and are typically the non-service items such as Treasury Management, financing, contingency budget, and provisions for risk.

4.25 As outlined earlier in this section, the performance of the Council's Treasury Management Investments is largely due to the higher than anticipated interest rates. The outturn forecast based on the Q1 returns is additional income of £0.125m and does not project this forward into Q2-Q4 given the forecast of further base rate reductions by the Bank of England.

4.26 Should the strong performance of Treasury Management Investments continue in Q2 and Q3, it is recommended that a further sum is transferred to the Treasury Management Reserve to mitigate the potential change to accounting treatment of Pooled Funds from March 2025.

4.27 As outlined earlier in this report, forecast additional expenditure of £0.148m for Phase I of the Publica Transition is included as a risk provision in the Q1 outturn forecast.

4.28 The *Publica Review – Detailed Transition Plan* report, approved by Council at their meeting on 31 July 2024, outlined the financial implications associated with Phase I. For the purposes of the Q1 outturn forecast it is assumed the estimated part-year impact of £0.148m remains unchanged. As with all estimates, a number of critical judgements and assumptions have been made in terms of the additional cost of service delivery from 01 November 2024. The Q2 and Q3 Financial Performance reports to Cabinet will update members on actual additional costs as they are incurred with a reconciliation against the estimates included in the DTP and this report.



4.29 The Table below shows the latest forecast for the Publica Transition Cost which is funded from the £0.500m set aside in the Council Priority: Publica Review earmarked reserve. Further programme costs can be expected with the implementation of Phase I (November 2024) and with detailed modelling work on Phase 2 commencing at the same time.

Item	Description	Provider	2023/24 Financial Year		2024/25 Financial Year		
			2023/24 Actual (£)	2023/24 CDC Share (£)	2024/25 Actuals to Q1 (£)	2024/25 Forecast (£)	2024/25 CDC Share (£)
Programme Director	Interim Programme Director (AP) sourced through Tile Hill	Tile Hill	56,950	18,983	79,472	138,996	72,823
External Legal advice	External Legal advice to support transition of service from Publica to Councils including TUPE advice	Trowers & Hamblins	14,327	4,776	12,260	85,673	32,644
Human Engine Report	Consultancy and support provided July to October 2023	Human Engine	26,400	6,600	0	0	0
Local Partnerships	20 days consultancy in 2023/24 - LGA funded	Local Partnerships	0	0	0	0	0
Local Partnerships	Additional support outside of the LGA-funded consultancy	Local Partnerships	0	0	0	0	0
Programme Office	Backfill costs for Finance Business Parter role	Publica	8,925	2,975	0	128,520	42,840
Programme Office	Backfill costs for HR Business Parter role	Publica	0	0	0	41,179	13,726
			106,602	33,334	91,732	394,368	162,033

5. CAPITAL PROGRAMME

5.1 Council approved the Capital Programme for 2024/25 at their meeting on 21 February 2024. The Capital Programme has been updated reflecting decisions made by Cabinet and Council since February:

- Additional Capital scheme – Off-Street Residential Chargepoint Scheme (ORCS) £0.393m funded by external grant/Council matched funding (Council, 15 May 2024)
- Carry forward of unspent Capital budgets of £1.513m, as detailed in the Financial Performance Report 2023/24 Outturn report (Cabinet, 25 July 2024).

5.2 The revised capital programme for 2024/25 is £8.709m. Given the budget profile of some of these schemes there has been a relatively low level of expenditure in Q1 with a net total spend of £0.475m.



Table 8 – Capital Programme budget reconciliation

Capital Programme Reconciliation	(£'000)
Original Budget (Council, 21 February 2024)	6,813
ORCS Grant Scheme (Council, 15 May 2024)	383
Slippage from 2023/24 (Cabinet 25 July 2024)	1,513
Adj:	
Adj:	
Adj:	
Latest Budget	8,709

Table 9 – Capital Programme Outturn Forecast Q2

Capital Programme	2024/25 OB (£'000)	Slippage From 2023/24 (£'000)	2024/25 Adjs (£'000)	2024/25 LAB (£'000)
Leisure & Communities	1,310	0	0	1,310
Housing/Planning and Strategic Housing	2,289	262	0	2,551
Environment	1,857	218	383	2,458
Retained & Corporate	0	0	0	0
ICT, Change and Customer Services	350	0	0	350
UK Rural Prosperity Fund	573	179	0	752
UK Shared Prosperity Fund Projects	134	0	0	134
Land, Legal and Property	300	580	0	880
Transformation and Investment	0	274	0	274
TOTAL Capital Programme	6,813	1,513	383	8,709



	2024/25 LAB (£'000)	2024/25 Actuals to Q1 (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Capital Programme				
Leisure & Communities	1,310	71	1,279	(31)
Housing/Planning and Strategic Housing	2,551	404	3,351	800
Environment	2,458	0	2,192	(266)
Retained & Corporate	0	0	0	0
ICT, Change and Customer Services	350	0	150	(200)
UK Rural Prosperity Fund	752	0	752	0
UK Shared Prosperity Fund Projects	134	0	134	0
Land, Legal and Property	880	0	880	0
Transformation and Investment	274	0	274	0
TOTAL Capital Programme	8,709	475	9,012	303

5.3 The outturn forecast for the current year is an overspend of £0.303m although this is based on the forecast position against the approved budget for Disabled Facilities Grants (DFGs). Excluding the DFG variation (see paragraph 5.4 below) the underlying position on the capital programme (excluding DFGs) is a forecast underspend of £0.497m.

5.4 The Capital Programme, as approved in February 2024, includes £0.700m of funding from the Better Care Fund support DFG expenditure. Through the pooling arrangements in place with Gloucestershire County Council, expenditure of up to £1.5m in 2024/25 is provided. An amendment to the Capital expenditure and financing budget will be presented to Cabinet later in the financial year.

5.5 The other variations forecast on the Capital Programme are:

- Electric Vehicle Charging Points – the forecast position is for an underspend of £80k following completion of the EV Chargepoints at Rissington Road and Trinity Road. Additional EV Chargepoints are being installed through the Off-Street Residential Chargepoints Scheme (ORCS).
- Planning Documents and Scanning Solution – at the time of writing this report it was not clear whether this budget would be committed in 2024/25. This relates to the replacement or upgrade of the IDOX system used by Development Management and is likely to be subject to a detailed options appraisal following the transfer of the Development Management service to the Council as part of Phase I. For the purposes



of this report, it is assumed there will be no expenditure in the current financial year although this will be kept under review.

- 5.6 The forecast assumes that all other capital schemes remain on target.
- 5.7 At their meeting on 31 October 2023 Overview and Scrutiny Committee recommended that the Capital Programme should be kept under review to ensure the revenue impact of capital expenditure and financing decisions were fully considered.

Capital Receipts and Disposals

- 5.8 There have been no disposals or capital receipts during Q1.

Table 10 – Capital Financing Statement Forecast

Capital Financing Statement	2024/25 OB (£'000)	Slippage From 2023/24 (£'000)	2024/25 Adjs (£'000)	2024/25 LAB (£'000)	2024/25 Outturn Forecast (£'000)	2024/25 Outturn Variance (£'000)
Capital receipts	5,006	902		5,908	5,603	(305)
Capital Grants and Contributions	1,732	232	192	2,156	2,842	686
Earmarked Reserves	0		192	192	113	(79)
Revenue Contribution to Capital Outlay (RCCO)	0			0	0	0
Community Municipal Investments (CMI)	75	379		454	454	0
Prudential Borrowing	0			0	0	0
	6,813	1,513	383	8,709	9,012	302

- 5.9 The Capital Financing position set out in the table above will be reviewed by the s151 Officer during the year as expenditure forecasts are updated to ensure a balanced use of capital resources and mitigation of current and future interest rates.

6. NON-TREASURY MANAGEMENT SUMMARY

- 6.1 The CIPFA Code was updated in 2021 and includes the new requirement, mandatory from 01 April 2023, of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are expected to be included in the Council's usual revenue and capital monitoring reports.

Prudential Indicators

- 6.2 The detailed Non-Treasury Management prudential indicators are included in Annex A with the commentary below providing members with a high-level summary.



- 6.3** Whilst there is no underlying need to borrow with the Capital Programme financed through internal resources and external grants and contributions, any additional capital expenditure proposed during the year will need to consider the availability and cost of capital financing. The mid-year Treasury Management report to Audit and Governance Committee will set out the wider impact on the Capital Financing Requirement.

7. RISKS AND UNCERTAINTIES

- 7.1** The report outlines several risks and uncertainties around the wider economic environment. Some further risks are briefly outlined below.
- Publica Review – as set out in paragraphs 4.27 and 4.28 this report assumes the additional (part-year) cost of Phase I remains £0.148m. Members will be kept informed of progress with Phase I and the Q2 and Q3 Financial Performance reports will include a detailed reconciliation between the actual costs incurred and the estimated impact.
 - Publica Review (Agency Staff) – as outlined in paragraphs 5.12 and 5.13 of the *Publica Review – Detailed Transition Plan*, there is a risk where the cost of agency staff costs may exceed the available budget at service level. Detailed analysis will be undertaken on service pay and agency staff costs once the details of staff transferring to the Council in Phase I is finalised. Any material service variations will be reported to members.
 - Publica Review (Provision for Redundancy) – as outlined in paragraphs 5.10 and 5.11 of the *Publica Review – Detailed Transition Plan*, a prudent estimate of £0.300m was reported as the Council's share of the estimated redundancy costs associated with Phase I of the transfer of services from Publica to the Council. The improved closing balance level on the Financial Resilience Reserve recognised this commitment and will be utilised to fund the actual costs incurred. As with other elements of the Publica Review outlined above, the Q2 and Q3 Financial Performance reports will include a detailed reconciliation between the actual costs incurred against the estimate.

8. CONCLUSIONS

- 8.1** This monitoring report presents an update on the Council's financial position. As the report sets out, an overspend of £0.073m is forecast for the financial year which. Without mitigating or corrective action this would reduce the level of the budgeted surplus that would transfer to the Financial Resilience Reserve at year end which is not considered appropriate given the scale of the financial challenge over the MTFs period.



8.2 Cabinet will continue to consider the impact of the forecast outturn and the impact on earmarked reserves as part of their oversight of the savings and transformation programme.

8.3 It is recommended that Cabinet review in-year opportunities with Publica and Ubico and provide an update in November 2024 and February 2025 as part of the 2025/26 Budget reports on options to mitigate the financial position as currently forecast across the MTFS period.

9. FINANCIAL IMPLICATIONS

9.1 The financial implications are set out in this report.

10. LEGAL IMPLICATIONS

10.1 Under Part 2 Local Government Act 2003, the Council must, from time to time during the year review the calculations it has used to set its budget. The Council's Chief Financial Officer is required to report to the Council on the robustness of estimates made for the purposes of calculating the annual budget, and on the adequacy of proposed financial reserves. Members must have regard to that report when making decisions about the calculations in connection with which it is made.

11. RISK ASSESSMENT

11.1 Section 7 of this report sets out the financial risks and uncertainties.

12. EQUALITIES IMPACT

12.1 None.

13. BACKGROUND PAPERS

13.1 None

(END)

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**ANNEX A
NON-TREASURY MANAGEMENT PRUDENTIAL
INDICATORS**



BACKGROUND

The Council measures and manages its capital expenditure, borrowing and commercial and service investments with reference to the following indicators. It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

Capital Expenditure

Cotswold District Council has undertaken and is planning capital expenditure as summarised below.

	2023/24 actual (£)	2024/25 forecast (£)	2025/26 budget (£)	2026/27 budget (£)
Capital Expenditure				
General Fund services	5,654,676	9,011,500	1,328,000	6,651,000
Capital investments	328,000	0	0	0

The main General Fund capital projects include expenditure on Disabled Facilities Grants, Investment in the Council's Leisure Centres, Trinity Road Agile Working Project and roof repairs.

Capital Financing Requirement

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with Minimum Revenue Provision (MRP) and capital receipts used to replace debt.

	2023/24 actual (£)	2024/25 forecast (£)	2025/26 budget (£)	2026/27 budget (£)
Capital Financing Requirement (CFR)				
General Fund services	70,969	440,000	400,000	4,540,000
Capital investments	0	0	0	0
TOTAL CFR	70,969	440,000	400,000	4,540,000

Gross Debt and the Capital Financing Requirement

Statutory guidance is that debt should remain below the capital financing requirement, except in the short term. The Council has complied and expects to continue to comply with this requirement in the medium term as is shown below.

	31/03/2024 actual (£)	31/03/2025 forecast (£)	31/03/2026 budget (£)	31/03/2027 budget (£)	Debt at 30.6.2024 (£)
Gross Debt and CFR					
Debt (incl. PFI & leases)	357,255	260,000	16,000	5,000	357,255
Capital Financing Requirement	70,969	440,000	400,000	4,540,000	

**ANNEX A
NON-TREASURY MANAGEMENT PRUDENTIAL
INDICATORS**



In the table above, the closing position of the CFR for 2023/24 was lower than the level of debt. This is referred to as an overborrowed position and is forecast to change based on the capital expenditure plans set out above. The Council's debt position at 31/3/2024 reflects the balance remaining of the Cotswold Climate Investment (£500k target was reached in August 2022). The need for further borrowing will be kept under review.

The Cotswold Climate Investment was not purely a treasury decision and the “over borrowed” position can be seen as a timing difference between achieving the investment in 2022 ahead of planned expenditure in 2023/24 and 2024/25. The Council has mitigated the cost of holding this debt through treasury management investments of the cash balance (achieved >5% with the Government's Debt Management Office (DMO) which is significantly above the interest payable of 2.1% on the Climate Investment).

Debt and the Authorised Limit and Operational Boundary

The Council is legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Debt, Authorised Limit and Operational Boundary	Maximum Debt Q1 2024/25 (£)	Debt as at 30/06/2024 (£)	2024/25 Authorised Limit (£)	2024/25 Operational Boundary (£)	Complied? Yes/No
Borrowing	10,000,000	357,255	10,000,000	10,000,000	Yes
PFI and Finance Leases	0	0	0	0	Yes
TOTAL Debt	10,000,000	357,255	10,000,000	10,000,000	

Since the operational boundary is a management tool for in-year monitoring it is not significant if the boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Net Income from Commercial and Service Investments to Net Revenue Stream

The Council's income from commercial and service investments as a proportion of its net revenue stream has been and is reported and forecast to be as indicated below.

	2023/24 actual (£)	2024/25 forecast (£)	2025/26 budget (£)	2026/27 budget (£)
Total net income from service and commercial investments	491,778	380,000	380,000	390,000
Proportion of net revenue stream	3.46%	2.59%	2.60%	2.80%

**ANNEX A
NON-TREASURY MANAGEMENT PRUDENTIAL
INDICATORS**



The 2023/24 outturn is lower than that set out in the 2023/24 Capital Strategy due to the £79k net income shortfall reported for commercial property income.

Proportion of Financing Costs to Net Revenue Stream

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue.

The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

	2023/24 actual (£)	2024/25 forecast (£)	2025/26 budget (£)	2026/27 budget (£)
Financing costs (£)	14,000	19,000	40,000	53,000
Proportion of net revenue stream	0.10%	0.14%	0.27%	0.48%

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Agenda Item 13



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET– 25 JULY 2024
Subject	DECISION TAKEN UNDER URGENCY POWERS – PRODUCTIVITY PLAN
Wards affected	None
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, Chief Executive Officer Email: robert.weaver@cotswold.gov.uk
Report author	Caleb Harris, Senior Democratic Services Officer Email: caleb.harris@cotswold.gov.uk
Summary/Purpose	To report to Cabinet on a decision taken by the Chief Executive Officer under urgency powers
Annexes	Annex A – Urgent Decision Notice Annex B – Productivity Plan
Recommendation(s)	That Cabinet resolves to: I. Note the decision taken as set out in Annex A.
Corporate priorities	<ul style="list-style-type: none"> • Delivering Good Services • Responding to the Climate Emergency • Delivering Housing • Supporting Communities • Supporting the Economy
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Leader of the Council, Deputy Leader of the Council, Director of Governance and Development (Monitoring Officer), Business Manager for Democratic Services, Opposition Group Leaders



1. EXECUTIVE SUMMARY

- 1.1 This report is to notify Cabinet of a decision taken by the Chief Executive using urgency powers. The decision taken was to agree to submit the Council's Productivity Plan to the Ministry for Housing, Communities and Local Government (MHCLG).

2. BACKGROUND

- 2.1 The Council's Constitution at Part D8 includes the following provision for matters of urgency:

The Council's Chief Executive has delegated authority to take any action they consider necessary in the interests of the Council in cases of urgency. They must only act after consultation with the Leader of the Council, the Chair of the Council or the appropriate Committee and the relevant Ward Member(s), if any. Any action taken in this way shall be reported to the first available meeting of the Council, Cabinet or relevant Committee, as appropriate.

- 2.2 The Productivity Plan was scheduled to be on the agenda for the Cabinet meeting in July. The Cabinet meeting date was moved to the 25 July 2024 due to the General Election on 4 July 2024. The UK Government required that all plans needed to be submitted by 19 July 2024. An extension to the deadline to the 29 July 2024 did take place but this did not allow for the necessary decision-making processes to be completed.
- 2.3 Therefore, in consultation with lead members, the Chief Executive used Urgency Powers to take an officer decision to submit the plan on behalf of the Council.

3. URGENT DECISION

- 3.1 The urgent decision taken by the Chief Executive Officer, including the reasons for it and why it was treated as urgent, are set out in the decision notice attached at Annex A.

4. ALTERNATIVE OPTIONS

- 4.1 The alternative options considered are set out in the decision notice at Annex A.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications.

6. LEGAL IMPLICATIONS

- 6.1 The Chief Executive is authorised to take any action he considers necessary in the interests of the Council in cases of urgency.



The Constitution (Part D8) provides that any decisions taken in this way will be reported to a meeting of the Cabinet, Council or committee, as appropriate.

7. RISK ASSESSMENT

7.1 There are no risks associated with this report.

8. EQUALITIES IMPACT

8.1 There are no impact on equalities.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 There are no climate and ecological emergency implications.

10. BACKGROUND PAPERS

10.1 None.

(END)

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Delegated Decision Notice (DDN)

This form is used to record any delegated decision which has been taken by officers under delegated authority.

Decision title	Productivity Plan Approval
Decision date	29 July 2024
Decision maker	Chief Executive Officer
Source of delegation (resolution or Constitution – please reference)	<p>Part D8 of the Constitution authorises the Chief Executive to take any actions necessary in the interests of the Council:</p> <p>The Council’s Chief Executive has delegated authority to take any action they consider necessary in the interests of the Council in cases of urgency. They must only act after consultation with the Leader of the Council, the Chair of the Council or the appropriate Committee and the relevant Ward Member(s), if any. Any action taken in this way shall be reported to the first available meeting of the Council, Cabinet or relevant Committee, as appropriate.</p>
Decision taken	To approve the Productivity Plan for submission to the Ministry of Housing, Communities and Local Government (MHCLG).
Reasons for the decision	<p>Local Government Authorities are required to submit Productivity Plans to MHCLG under the 2024 Local Government Finance Settlement. These plans needed to be produced and returned by 19 July 2024. In light of the General Election being called for 4 July 2024, the meeting of Cabinet for July was moved to 25 July 2024. As the plans require member oversight and endorsement, the change of meeting dates has made this impossible to achieve without holding a Cabinet meeting during the pre-election period which was considered to be impractical and undesirable. The deadline for submission was extended to 29 July 2024 but this still did not allow for the necessary decision-making processes to be completed. Therefore, the Chief Executive Officer, in consultation with lead members, took an urgent officer decision to submit the plan on behalf of the Council.</p>
Alternative options considered	Options were considered for Cabinet to approve the plan later in July but were deemed to not be appropriate given the stated deadline by the UK Government.
Key or non-key?	Non-Key
Subject to urgency rules?	Yes
Affected wards	None



Details of consultation undertaken	Leader of the Council, Deputy Leader of the Council, Deputy Chief Executive, Director of Governance, Business Manager for Democratic Service.
Lead officer	Robert Weaver, Chief Executive Officer robert.weaver@cotswold.gov.uk
List of documents considered	Annex A - Productivity Plan



COTSWOLD
DISTRICT COUNCIL

Productivity Plan

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

Background

The 2024/25 Local Government Finance Settlement (Final) published on 05 February 2024 asked local authorities to develop and share productivity plans as part of the government's efforts to return the sector to sustainability in the future.

The Minister for Local Government wrote to Council Chief Executives in April 2024 outlining in more detail.

“Productivity is not one-dimensional, and I would encourage you to consider the various facets the drive for greater efficiency. When developing your plans, please think broadly and include reference to not only how you run your organisation, but also how you run the public services you provide and how you provide place leadership.”

It is for each Council to determine the composition and balance of their productivity plan – there is no formal template or detailed criteria to meet. Plans are expected to be concise (3- 4 pages) and set out what the Council has done in recent years alongside current plans to transform the organisation and services.

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

Our Cotswolds Our Plan

In January 2024, the Council adopted the [Our Cotswolds Our Plan 2024-2028](#) which sets out the priorities for Cotswold District Council for the next four years.

Our Ambition is “To tackle some of the big challenges faced by our residents while providing a good level of services”.

Our Plan outlines what the Council will do to provide more genuinely affordable housing, facilitate the creation of high-quality jobs and better support our communities recognising the cost-of-living crisis and the difficulties many residents find themselves in. If the Council can make progress in these three areas, then the health and well-being of our residents will improve. Our commitment to tackling the climate and biodiversity emergency will underpin all our work.

Our five priorities which underpin our plan are:

- Delivering Good Services
- Responding to the Climate Emergency
- Delivering Housing
- Supporting Communities
- Supporting the Economy


The Council has published other plans and strategies that support the priorities outlined above:

- In response to the climate emergency the Council declared in July 2019 the Council approved the [Climate Emergency Strategy 2020 to 2030](#)
- In July 2020 the Council declared an ecological emergency and produced an [Ecological Emergency Action Plan](#)
- The Council’s [Green Economic Growth Strategy](#) is part of the Council’s commitment to supporting business and growing the local economy in a sustainable way.
- The Council is currently updating its [Local Plan](#) which was adopted in August 2018. Further information on the Local Plan update process and consultation is published on the Council’s website: <https://www.cotswold.gov.uk/planning-and-building/planning-policy/local-plan-update-and-supporting-information/>

Since 2020, the Council has put additional resources into economic development to help improve engagement with business and grow the local economy. The Council adopted its [Green Economic Growth Strategy](#) in December 2020 and liaises closely with key businesses in the district including [ZeroAvia](#), [Campden BRI](#), [St James’s Place](#), and the [Fire Service College](#), as well as other stakeholders.

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

For example, the Council is working actively with the [Royal Agricultural University](#) to progress its plans for a £100 million plus [Innovation Village](#) to help tackle the twin challenges of climate change and food security. Support from the Government for this nationally significant project would be welcomed. By encouraging business growth, the council aims to maximise income from the business rates pool.



Campden BRI (Chipping Campden)
World-renowned experts in microbiology, regulatory affairs, and food safety undertaking pioneering research for over 100 years supporting businesses in over 80 countries

The Royal Agricultural University (Cirencester)
The oldest farming university in the world founded in 1842


Corin Group (Cirencester)
World leader in orthopaedic innovation

St James's Place (Cirencester)
Financial Advice Company
part of the FTSE 250

Fire Service College (Moreton in Marsh)
Advanced national training center for UK and foreign fire authorities

Confex (Upper Rissington)
Wholesale Buying Group with a turnover of £3.71bn, representing over 10% of the UK wholesale market.

Money.co.uk (Cirencester)
Award-winning financial comparison site, accredited as an outstanding place to work and is officially ranked the seventh best small business to work for in the UK



Council Performance

Organisation and service performance is reported to members on a quarterly basis through the Council Priority and Service Performance Report. The latest performance report will be considered by Cabinet at their meeting on 25 July 2024 and is published on the Council website: [Cabinet Reports July 2024](#). The Council has set ambitious delivery targets and benchmarks performance against CIPFA nearest neighbour authorities.

Medium Term Financial Strategy (MTFS)

The Council approved the Medium-Term Financial Strategy (MTFS) in February 2024 and is published on the Council website: <https://meetings.cotswold.gov.uk/documents/s6883/2023-24%20Revenue%20Budget%20Capital%20Programme%20and%20MTFS%20Report.pdf>

Financial Performance against the approved revenue budget and capital programme is reported to Cabinet on a quarterly basis. These reports also provide members with insight on the wider economic environment, uncertainties and risks which are likely to have an impact on the Council's MTFS and financial sustainability. The 2023/24 Outturn report will be considered by Cabinet at their meeting on 25 July 2024 and is published on the Council website: [Cabinet Reports July 2025](#)

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

Innovative Service Delivery

- The Council delivers some services directly with the majority of services currently delivered through wholly owned Teckal companies (Publica and Ubico) and other partnerships covering Counter Fraud and Internal Audit services.
- [Publica](#) is a not-for-profit Teckal company owned by Cotswold, Forest of Dean, and West Oxfordshire District Councils and Cheltenham Borough Council. The councils work together through Publica to share skills and resources which enables the Councils and Publica to deliver more for local communities, residents, and businesses.
- [Ubico](#) is an environmental services Teckal company, wholly owned by, and providing services for its local authority shareholders. (2022/23 Turnover £49.8m)
- The Counter Fraud and Enforcement Unit works in partnership with Cheltenham and Tewkesbury Borough Councils and Cotswold, Forest of Dean, Stroud, and West Oxfordshire District Councils.
- The [South West Audit Partnership](#) (SWAP) is a not-for-profit TECKAL organisation providing internal audit services and is the largest partnership of its type in England and Wales. There are currently 22 partners (including district, borough, and unitary councils, police, and police and crime commissioners.)
- Legal Services are provided under a shared service arrangement (Cotswold, Forest of Dean, West Oxfordshire) with specialist legal knowledge and expertise available to all partner Councils.

1. How you have transformed the way you design and deliver services to make better use of resources

The Council is committed to providing residents with services that provide value for money and high standards with a focus on maintaining financial sustainability.

Transforming Council services, whether delivered by the Council or through our partners, is essential. The Council is in a sound financial position currently due to decisions in the last few years to raise charges and make services more efficient.

Recognised role for Transformation Service Delivery at Cabinet Level

The Cabinet member for Economy and Council Transformation takes the lead for this policy area with the following key portfolio responsibilities:

- Business transformation
- Local Enterprise Partnership and county-wide partnerships
- Economic development
- Tourism and visitor information centres
- Chamber of Commerce liaison
- Customer experience and channel shift

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

Bespoke Transformation Board

As part of the ongoing requirement to meet the financial challenge, a Cabinet Transform Working Group (CTWG) was established in March 2023 as part of the strategy to mitigate the forecast financial challenge over the MTFS period.

The purpose of the CTWG is to oversee, shape, and hold to account Cotswold District Council (CDC), Publica, and Ubico officers in relation to 'transformation' activity across the Council, predominately ensuring that service improvements and savings are delivered in line with the Corporate Strategy and Medium-Term Financial Strategy (MTFS). The Group is tasked to receive updates on progress against the Council's Savings and Transformation programme (including Publica and Ubico savings and efficiencies targets) as part of an ongoing strategy to mitigate any forecast adverse financial position.

Cabinet adopted the Asset Management Strategy at their meeting in May 2024 with key strategic issues on the Council's assets being considered by a 'Strategic Estates Board' (SEB) within the existing Cabinet Transform Working Group (CTWG). This group will ensure that the recommendations, principles, and actions from the strategy are discussed, developed, and implemented.

CTWG have overseen and supported the following efficiency and transformation items which were incorporated into the 2024/25 budget and will be delivered during the financial year.

- Waste & Recycling Collections – Implemented as part of the Council's commitment to deliver greater efficiency within its waste and recycling service and cost-savings to the taxpayer, the changes mean over 26,000 households will now have a new waste collection day or week, or both, from the week commencing 24 June 2024. A reduction in cost of £0.500m in a full year arises from these changes.
- Streets Service Cost Efficiencies – Working in partnership with Publica and Ubico, a Streets Service optimisation will be completed in September 2024 which will provide ongoing full-year cost efficiencies of £0.150m increasing to £0.300m in the second year.
- Customer Services – Following the roll-out of new and improved digital solutions for residents and customers, the volume of telephone calls into Cotswold District Council and West Oxfordshire District Council has reduced by 37% in the three years (2021 to 2023) with digital engagement increasing by 350% over the same period. This transformation allowed for an initial six-month trial of reducing call centre hours to reflect demand which following review is a permanent service change. This has delivered efficiency savings of £0.125m whilst maintaining customer satisfaction.

Proposal to in-house service delivery

The Council will be implementing changes to the way services are delivered following recommendations made in the October 2022 Peer Review and subsequent reports from Human Engine (November 2023) and Local Partnerships (March 2024). This will bring the

COTSWOLD DISTRICT COUNCIL PRODUCTIVITY PLAN

majority of Council services back in-house and will enable the Council to improve responsiveness and democratic accountability. Whilst there will be cost pressures arising from bringing services back in-house, there are significant future benefits:

- A more focused and defined approach to driving each council's priorities through their corporate plan strategies.
- Provides greater clarity on the performance and value for money of services and how it can be more clearly defined and measured.
- Facilitates financial sustainability over the longer term with the council setting direction on service delivery and resource prioritisation.
- Allows the Council to group services to accelerate efficiencies, by identifying synergies between certain services before moving and re-defining services.
- Focus on a commercial mindset when considering engagement with businesses, residents, and key stakeholders, ensuring a cost recovery approach is implemented whenever possible to maximise service efficiencies.

Cotswold District Council and West Oxfordshire District Council are exploring shared service options.

2. How you plan to take advantage of technology and make better use of data to improve decision making, service design and use of resources

The Council has an ongoing programme of improvement around the use of data and technology with data informing performance improvements through dashboards to support strategic decision making and operational management. With the establishment of Oflog, the Council will align its data and performance reporting to ensure a single and consistent dataset is reported to members and other decision-makers.

Over the coming financial year, the Council will be investing in technology to improve decision-making, service design, and use of resources:

- Investment in Microsoft Modern Workspace (Microsoft 365 and Windows operating systems upgrades) to ensure the full value of licences is obtained. Over the next 12 months, the programme will improve data workflows, enhance data protection and security, and enable the Council to deploy Microsoft AI (ChatGPT) where appropriate to improve service efficiency.
- Investment in 'in-cab' technology (Alloy) that has supported the rezoning of the waste and recycling rounds. A further investment of £60k was agreed as part of the 2024/25 capital programme to roll out the technology to the Street Cleansing and Ground Maintenance services.

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This builds upon recent investment, examples of which are provided below:

- Work as part of the Government PropTech Innovation Fund. Alongside West Oxfordshire District Council, the Council developed an 'Artificial Intelligence tool' that saved a considerable amount of officer time, making the Local Plan process much more efficient while also increasing community engagement. (Proptech funding of over £450,000 allocated to Cotswold and West Oxfordshire councils).
- Improvements to the Council's website, creating new forms and online routes for residents to access our services quickly and easily. For example, 89% the annual renewal of Garden Waste licences is completed through the Council's website using on-line forms (over 20,000 of the 23,000 licence renewals)
- As indicated earlier in section 2, the roll-out of new and improved digital solutions for residents and customers, the volume of telephone calls into Cotswold District Council and West Oxfordshire District Council has reduced by 37% in the three years (2021 to 2023) with digital engagement increasing by 350% over the same period. This transformation allowed for an initial six-month trial of reducing call centre hours to reflect demand which following review is a permanent service change. This has delivered efficiency savings of £0.125m whilst maintaining customer satisfaction.

3. Your plans to reduce wasteful spend within your organisation and systems.

The Council has already taken several decisions in the last few years to make services more efficient but there will always be more the Council can do.

Examples of how the Council has reduced wasteful spend include:

- Commissioning and Procurement Board identifies opportunities to share procurement and take advantage of economies of scale. The Board meet every quarter to review and challenge the way goods and services are commissioned, to ensure the most effective approach and route to market are used.
- Working in partnership with a local serviced office Provider to let out surplus office space following work to consolidate the Council's office space required for staff and a programme of improvements and refurbishments. This approach will enable mitigation of the day-to-day running costs of the offices and over time provide an income stream to the Council.
- Crowdfund Cotswold is an online community crowdfunding platform, where residents, local businesses, the council, and other organisations can all pledge money alongside each other to crowdfund projects that improve their neighbourhoods. It was launched in 2021 by Cotswold District Council in partnership with Spacehive. This has enabled the Council to direct resources to key community-based projects and provided a sustainable platform for community empowerment and organisational transformation.
- The Council's approach to equality impact assessments. There is no dedicated Equality &

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Diversity post holder yet there is an established culture of inclusion and diversity across the organisation and its partners ensuring legal requirements against the Public Sector Equality Duty are met.

- The Council, through Publica, does not incur significant agency worker or consultancy expenditure. In the last financial year (2023/24) Publica reported an underspend of £1.8m on staff budgets with £0.9m of expenditure on agency staff. An effective resources management and robust authority to fill process is in place with agency staff engagement limited to essential posts to ensure service delivery.
- The Council has effective governance and systems and processes in place to ensure value for money for residents. This is evidenced in the Auditor's annual reports for 2021/22 and 2022/23 which sets out their opinion on the arrangements the Council has in place to secure value for money ([2021/22 report](#) and [2022/23 report](#))

4. The barriers preventing progress that the Government can help to reduce or remove.

There are several ways that the government could remove barriers that prevent local government from improving productivity further, improving services, and maintaining financial sustainability.

Engagement with Government

The Council values the support and dialogue from our Southwest MHCLG representatives and would encourage other government departments such as DEFRA or HM Treasury to liaise closely with MHCLG colleagues.

Financial Barriers

- Move to multi-year financial settlements which would allow the Council to plan for the longer-term.
- More active engagement and meaningful consultation with local authorities on funding reforms - aligned to the next spending review period, local government is provided with a clear roadmap of when reforms to local government finance are to be implemented (i.e., Business Rates Retention, Fair Funding Review)
- Move away from competitive bid-based funding across government departments. This approach requires the Council to commit its limited resources to prepare submission and brings funding uncertainty. The timescales and format for each government department differs, and the criterion for award is often unclear at the point of submission.
- Increased flexibility regarding ring-fenced grants and more generally across grant conditions. Too often, the Council must provide significant evidence of outcomes and expenditure, little or no scope for rollover of unspent funding where doing so would deliver improved outcomes.

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- Council Tax referendum limits are reviewed to ensure that local authorities can raise sufficient additional funds to meet their statutory obligations. Cumulative inflation (CPI, April 2020 to March 2023) 18.8% with the referendum limit for Shire Districts being no more than 2.99% per annum. Over the financial years 2018/19 through 2024/25, the cumulative referendum limit for Shire Districts is £35 which compares unfavourably with the limit for the Police and Crime Commissioner of £99 over the same period.
- Extended Producer Responsibility (EPR) reforms are due to be implemented in 2025. The impact on local authorities is unclear and ask that the government provide information as soon as possible (and ideally prior to Councils setting budgets for 2025/26) on the potential income and service delivery obligations.

Barriers – Climate Change

- Climate Change (impact of extreme weather) – flooding, and sewage issues across the district which adversely affect residents and businesses with little direct action the district council can take. Whilst the Council works closely with partners (County Council, Water Companies, Environment Agency) this is a policy area that can be improved on. Greater effort is put into Government policies for climate change that enable the Council to work in partnership with other agencies.
- Climate Change (Net Zero) – In common with most Councils, the District Council declared a climate emergency in July 2019 and in July 2020 the Council declared an ecological emergency and has produced Climate and Ecological action plans. To date, there has not been sufficient recognition of the economic cost of mitigating these impacts through government funding. The Council asks the government to consider funding Councils to deliver longer-term investment in their areas to help achieve net zero and the Government must commit to providing Councils with greater long-term funding to achieve net zero targets.

Barriers – Housing delivery

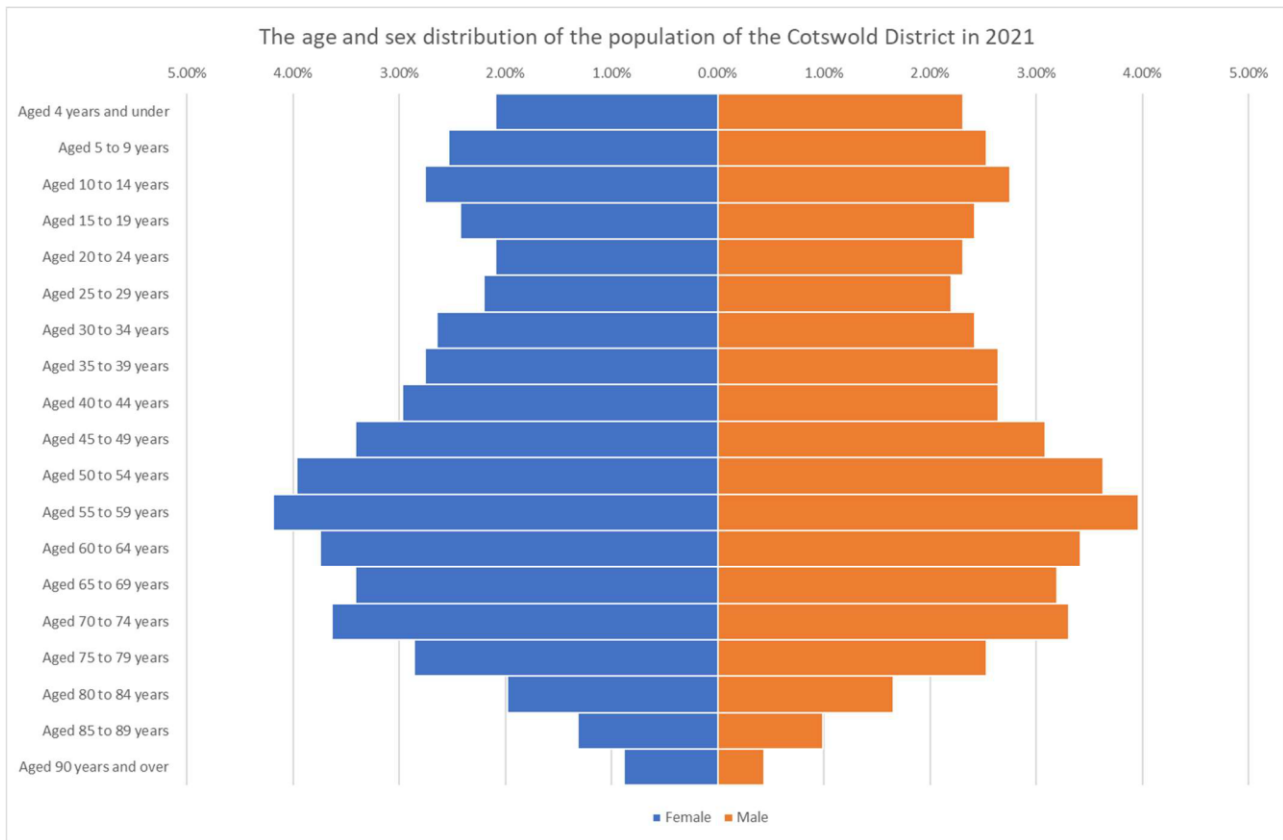
- Housing delivery and affordable housing – with the Cotswold District amongst the most expensive areas to buy a house, there is an acute shortage of affordable housing. The Council is committed to delivering more affordable units and would ask the government to help through changes to the planning system. A study from Hopkin Homes published in July 2024 placed the Cotswold District as the 5th most expensive area (out of 325 local authority areas assessed). According to the study, the average house price is £499,606, and a house price-to-earnings ratio of 8.59. House prices have surged by 7.52 percent since 2020, with couples earning a median annual income of £58,146 (<https://www.hopkinshomes.co.uk/2024-property-hotspots/>)
- Review of the Right to Buy policy. The current policy provides generous incentives to tenants to acquire their social housing but there is a significant detrimental impact on the local authority – both in terms of a reduction in the available stock but also the net receipts that are available to build new social housing.

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- The government needs to provide help to stalled development sites and provide funding to assist with delivering infrastructure to release sites.
- To assist all local authorities, provide national standard templates or draft text for legal agreements that authorities and developers can use to reduce the length of time spent negotiating and national planning policies on affordable housing.
- Implementing policy that provides a mechanism to expedite the planning approval process for affordable housing such as granting Permission in Principle or a Local Development Order.

Demographic impact

- Demography – Data from the 2011 and 2021 Census shows an increase of 28.2% in people aged 65 years and over compared to the national average increase of 20.1%. The overall composition of residents is more weighted towards those aged 50 and over than other district areas.





CABINET – 5 SEPTEMBER 2024

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

Note

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

Cabinet Member	Meeting Date	Subject	Decision(s)
Cabinet Member for Planning and Regulatory Services	17 July 2024	Neighbourhood Planning: Regulation 18 Decision On The Stow-On-The-Wold And The Swells Neighbourhood Development Plan	The Cabinet Member considered the recommendations of the examiner, and the proposed modifications, and AGREED that the Plan meets the Basic Conditions.

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