



Friday, 25 April 2025

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### OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Overview and Scrutiny Committee will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Tuesday, 6 May 2025 at 4.00 pm.**

Rob Weaver  
Chief Executive

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

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 – 1 minute**

To receive any apologies for absence. The quorum for the Overview and Scrutiny Committee is 3 members.

2. **Substitute Members – 1 minute**

To note details of any substitution arrangements in place for the meeting.

3. **Declarations of Interest – 2 minutes**

To receive any declarations of interest from Members relating to items to be considered at the meeting.

4. **Minutes (Pages 5 - 14) – 5 minutes**

To approve the minutes of the meeting held on 31 March 2025.

5. **Matters Arising from Minutes of the Previous Meeting – 5 minutes**

To consider actions outstanding from minutes of previous meetings.

6. **Chair's Announcements – 5 minutes**

To receive any announcements from the Chair of the Overview and Scrutiny Committee.

7. **Public Questions – 15 minutes**

A maximum of 15 minutes is allocated for an "open forum" of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be one minute. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

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

8. **Member Questions – 15 minutes**

A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee.

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

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

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

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

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

9. **Report back on recommendations – 1 minute**

There were no recommendations arising from the previous Overview and Scrutiny Committee meeting on 31 March 2025.

10. **Public Toilets (Pages 15 - 24) – 35 minutes**

Purpose

To provide an update on the public toilets.

Recommendation

That Overview and Scrutiny resolves to:

Note actions and progress since the Cabinet meeting on 1 February 2024 (Annex A)

11. **District Homelessness Update (Pages 25 - 48) – 35 minutes**

Purpose

To update the Overview and Scrutiny Committee on emerging homelessness pressures, and the plan to address these through the Preventing Homelessness Strategy and the Action Plan to Prevent Homelessness.

Recommendation

That Overview and Scrutiny resolves to:

1. Note the update on emerging homelessness pressures

2. Agree on any recommendation it wishes to submit to Cabinet regarding the draft Preventing Homelessness Strategy
3. Agree on any recommendation it wishes to submit to Cabinet regarding the draft Preventing Homelessness Action Plan

12. **Updates from Gloucestershire County Council Scrutiny Committees – 35 minutes**

Purpose

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

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

13. **Progress Review - Task & Finish Group IHT Farming (Pages 49 - 52) – 10 minutes**

Purpose

To receive a verbal update on progress to date and note the agreed Terms of Reference.

14. **Work Plan and Forward Plan (Pages 53 - 76) – 10 minutes**

Purpose

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

(END)





Overview and Scrutiny Committee  
31/March2025

## **Minutes of a meeting of Overview and Scrutiny Committee held on Monday, 31 March 2025**

Members present:

Gina Blomefield (Chair)

Angus Jenkinson

Dilys Neill

Tony Slater

Clare Turner (Vice Chair)

Michael Vann

Jon Wareing

Patrick Coleman

Len Wilkins

Officers present:

Andrew Brown, Head of Democratic and Electoral Services

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

Nickie Mackenzie-Daste, Senior Democratic Services Officer

David Stanley, Deputy Chief Executive and Chief Finance Officer

Julia Gibson, Democratic Services Officer

Claire Locke, Interim Executive Director

Julia Gibson, Democratic Services Officer

Cabinet Member present:

Councillor Mike Every

### **OS.163 Apologies**

Apologies were received from Councillor Cunningham and Councillor Spivey.

### **OS.164 Substitute Members**

Councillor Wilkins substituted for Councillor Cunningham and Councillor Coleman substituted for Councillor Spivey.

### **OS.165 Declarations of Interest**

There were no declarations on interest.

### **OS.166 Minutes**

The minutes of the meeting held on 3 March 2025 were discussed.

Councillor Slater suggested that the entry regarding Councillor Selwyn chairing the meeting had been duplicated.

Councillor Dilys Neill proposed accepting the amended minutes and, Councillor Jon Waring seconded the proposal.

RESOLVED: To APPROVE the amended minutes of the meeting held on 3 March 2025

#### **OS.167      Matters Arising from Minutes of the Previous Meeting**

Members asked whether a point raised at the previous Committee meeting regarding the Publica Transition Report, had been primarily focused on clarifying whether the Phase one of the Publica Transition was largely a matter of resolving HR and administrative matters. The Deputy Chief Executive had circulated a response to the query demonstrating the total and one-off costings of the Publics Transition Costs and other outstanding raised issues.

#### **OS.168      Chair's Announcements**

The Chair thanked Claire Locke for her help in supporting the work of the Overview and Scrutiny Committee.

The Chair also thanked Gary Selwyn, who prior to his recent resignation as a Councillor had been a very effective and valued Deputy Chair of Overview and Scrutiny.

The Chair highlighted the British Farming Motion, proposed by Councillor Julia Judd at the last full Council meeting, as an important topic for the meeting. The intention was to establish a task-and-finish group to investigate this matter, with a report to be presented at the July Council meeting. The Chair acknowledged that the timeline was tight, considering the Easter and Bank holidays before the timing of the Council meeting.

#### **OS.169      Public Questions**

There were two public questions.

##### **Question 1**

Mr Andy Farmer, a resident farmer on the edge of Cirencester and the newly elected Secretary of the South Cotswold Labour Party.

Mr Farmer noted that the proposed British Farming Task-and-Finish Working Group would be cross-party membership, with all political groups invited to nominate one or two members. Mr Farmer asked whether the Committee believed that having a Labour representative on the working group would be beneficial?

The Head of Democratic and Electoral Services confirmed that the Working Group would be representative of the political parties elected within Cotswold District Council

but not of all political parties that existed in the wider District. It was confirmed that speakers could be invited to attend the Task-and-finish Working Group meetings to contribute to the findings.

### **Question 2**

Mr Farmer expressed concern that the Task-and-finish Working Group, as outlined in the terms of reference, was tasked with considering the local impacts of inheritance tax and providing suggestions on how to campaign against the reforms, rather than focusing on determining the facts and data surrounding the issue. He asked whether the terms of reference for the working group could be adjusted accordingly?

The Chair reminded attendees to remain non-political due to the upcoming May elections and clarified that the motion requested a letter to Chancellor of the Exchequer based on the outcome of the discussions. The Chair noted that it was for the Task & Finish Group to decide how they would approach their investigations into the impact of the IHT changes on the farming community.

### **OS.170      Member Questions**

There were no Member questions.

### **OS.171      Report back on recommendations**

In discussion the Chair suggested that, beyond keeping Town and Parish Councils informed about the transition to unitary councils, they should have been invited to share their views with each other. This would allow Town and Parish Councils to understand how their roles would be impacted by the changes to a unitary authority and what increased powers or financial resources they might seek to help them perform their responsibilities. It was emphasised that Councils wanted to be actively consulted rather than just informed, as various models for their involvement existed. Members requested insights from Town and Parish Councils in existing unitary councils on the upcoming Local Government Reorganisation.

The Monitoring Officer announced that a Town and Parish Summit would be held on 4 June 2025 in Cirencester, aimed at informing Town and Parish colleagues on Local Government Reorganisation, including lessons shared from other regions. A briefing note summarising key updates could also be provided for Members to share at Town and Parish meetings.

Concerns were raised about attendance difficulties due to the timing and location of the Town and Parish Summit, prompting discussions on satellite meetings in other areas. The Monitoring Officer suggested recording the sessions or enabling remote participation.

Members also discussed the financial implications of Local Government Reorganisation. The Deputy Chief Executive stated that no funding had been provided yet, though inquiries were being made.

## **OS.172      Work Plan and Forward Plan**

Suggestions for inclusion on the Work Plan were:

- The Chair had suggested inviting Bromford Housing Association, as the largest provider of affordable and social housing in the district, to provide an update on their strategies for tenant care, property maintenance and estate expansion.

- As part of the work plan, members suggested the Committee should scrutinise the impact of government tax changes on employment in the district. They noted that some businesses had paused recruitment or had made redundancies due to rising tax burdens, including business rates, national insurance, minimum wage increases, and new employment legislation. It was suggested that the Cotswold District Council explore ways to support economic vitality in response to these challenges.

The Deputy Chief Officer highlighted the reduction in business rate relief from 75% to 40% for the 2025/26 tax year.

- The Planning Advisory Service (PAS) Review had highlighted the need for a new Local Plan, warning that without it, developers could challenge Council planning application decisions. The Deputy Leader of the Council stressed the importance of reviewing the PAS report upon receipt. It was evident that the Local Plan needed updating, particularly due to changes in housing targets. The uncertainty caused by the National Planning Policy Framework (NPPF) changes was acknowledged, and it was stated that further decisions would be made once more information was available. It was suggested that Overview and Scrutiny would be well positioned to examine the Cabinet's response to the PAS Review and report its findings back to Cabinet. Members had discussed the resources allocated to supporting the delivery of the Local Plan.

The Deputy Chief Executive had noted the further £250K of funding allocated into the Council priority Ear Marked Reserve for the delivery of the Local Plan.

Members had explored engaging with the Enforcement team to receive an update on ensuring large estate developers fully complied with S106 obligations. Councillor Jenkinson would provide further information to support a report from the Planning Enforcement Team around the area of development obligations and their enforcement.

## **OS.173      British Farming Motion**

The Chair had introduced welcomed the formation of the British Farming Motion Working Group, as proposed by the Council Leader at the Full Council meeting, 19 March 2025.

It was explained that the British Farming Motion Working Group would focus on examining the financial implications of inheritance tax changes on farming in the Cotswold District.

Paul James, Business and Economic Officer for Cotswold District Council (CDC), had agreed to support the group. Whilst he acknowledged that farming and taxation were not his specialist areas, his strong understanding of the local business and economic context was considered to be a valuable asset. The Chair had expressed thanks for this involvement.

David Cunningham had been approached by the Chair of the Overview and Scrutiny Committee to chair the Farming Motion Working Group. The Chair asked the Committee to support his appointment, as his strong financial knowledge was considered vital to the group's focus on inheritance tax and its impact on the farming sector.

Members expressed concerns that the Task-and-Finish Group's approach might be influenced by political considerations, potentially limiting its ability to objectively assess the impact of Inheritance Tax on Cotswold farmers. Members suggested that the Terms of Reference be refined to ensure an impartial approach.

The Chair explained that the structure of the British Farming Motion Task-and-Finish Group should reflect the political makeup of the Council. Additional Councillors could be invited to attend meetings to reflect their areas of expertise. A variety of external bodies would be sought to attend and inform the Task-and-Finish Group.

The Head of Democratic and Electoral Services explained that the Working Group's Draft Terms of Reference stated that its purpose was to engage with interested parties to understand the local impacts of inheritance tax changes. Any wording about opposing the Inheritance Tax changes had come from the Farming Motion presented to the Full Council. The Group's role was to better understand the impacts of the tax change rather than taking a stance against the changes.

Members considered the content of the Farming Motion and discussed the scope of issues to be included. Clarification was sought on whether the focus would be solely financial or encompass broader farming matters. Members discussed the processes by which Members could put forward suggestions to be considered by the Task-and-Finish Group.

The Interim Executive Director noted that the Committee did not need to delve into the scope of the discussion of the British Farming Motion Group or any prejudgments at

this time, as the first meeting of the Task-and-Finish Group would determine the scope and approach for reviewing the information.

Members discussed the composition of the Working Group. The Head of Democratic and Election Services explained that, to meet the July deadline to report to Council, electing the Chair of the Working Group would facilitate the scheduling of meetings.

The Head of Democratic and Election Services outlined the points for approval in the Overview and Scrutiny Committee meeting as follows:

- Agree on the draft terms of reference for the farming motion, with the caveat that these would be reviewed at the first meeting of the Working Group.
- To appoint a member from the Overview and Scrutiny Committee to Chair the Farming Motion Working Group. A proposal had been made by the Chair, but if there were alternative suggestions, a vote would be held.
- To agree to seek nominations from political groups for the remaining seats on the Working Group and delegate authority to the Head of Democratic and Electoral Services to appoint the members. This would enable the group to be formed quickly and begin scheduling meetings.

It was emphasised that scheduling early meetings was crucial to providing external bodies with sufficient notice for participation and to ensure adequate time for reporting back by July.

The proposal to elect David Cunningham as the Chair of the Farming Motion Working Group was seconded, put to the vote and agreed by the Committee.

RESOLVED: The Committee elected David Cunningham as the Chair of the British Farming Motion Task-and-Finish Working Group.

The recommendations in the agenda supplement were then proposed by Councillor Neill, seconded by Councillor Tony Slater, put to the vote and agreed by the Committee.

RESOLVED:

1. To agree the draft terms of reference for the Farming Motion Working Group.
2. To appoint Councillor David Cunningham chair of the Farming Motion Working Group.
3. To agree that nominations will be sought from political groups for the remaining seats on the Farming Motion Working Group. (Two Conservative, two Liberal Democrat, and one Green Member)
4. To delegate authority to the Head of Democratic and Electoral Services to appoint the membership of the Working Group based on the nominations made by political groups.

**OS.174 Financial Performance Report 2024-25 Quarter Three**

The Deputy Leader and Cabinet Member for Finance and Transformation introduced the Financial Performance Report for 2024/25 Quarter Three. They raised the following points:

- The budget tracking had shown progress since the second quarter and the shortfall had reduced to £81 000
- The forecasted surplus for the year was £435 000.
- Cabinet was asked to allocate the forecasted surplus to financial resilience reserves.
- Cabinet to approve a revised Capital programme of £7.5m, including an additional £238 000 for disabled facilities grants.

The Deputy Chief Executive added the following points:

- The overall service variations showed a change of about £91 000 from Q2. Most of this change was in non-service areas, particularly in Treasury management, which had improved due to higher-than-expected interest rates.
- The Treasury management income was still projected prudently, with potential upside risk for an improved position towards the budgeted forecast.
- There were no significant changes in revenue variations, income shortfalls or agency staff spend between Q3 and Q4.

Members discussed the report, raising the following points:

- Members asked how the reduced footfall in the District's Public Conveniences was measured, what was the evidence for this and whether it reflect reduced footfall in the locality. The Deputy Chief Executive explained that devices installed at each of the Public Conveniences supplied the data for the number of visits and not an indication of the footfall in the localities. The Deputy Chief Executive described a change in the contract that was provided for the cleaning of those facilities. Whilst there had been a reduction in the income shortfall, it was still short of the income target of around about £100k per annum.
- Members asked if there had been any charge to the Town Council for the Chesterton by-election. The Deputy Leader and Cabinet Member for Finance informed that the Chesterton had been a by-election for the Cotswold District Council and there had been no costs to Cirencester Town Council.
- Members highlighted the £100 000 profit from the green waste collection service. Clarification was requested on whether this surplus would be banked or used in the next year, especially since the service was supposed to be cost neutral. The Deputy Leader and Cabinet Member for Finance and Transformation explained that the garden waste service was intended to be revenue neutral, with charges set before knowing how many people will use it. They explained that the revenue collected balanced out over time rather than accumulating a specific profit or loss fund. The Deputy Chief Executive added that there had been lower costs for garden waste collections due to the waste collection rezoning. There had also been a higher-than-expected number of subscribers to the garden waste collection service.

- The Publica Transition had cost £1.495 million this financial year, with £726,000 being an additional annually recurring impact. Concerns were raised that this figure excluded internal costs (e.g. officer time, HR, legal costs), which could significantly increase the true cost. The Deputy Leader and Cabinet Member for Finance and Transformation noted the importance of distinguishing between one-off transition costs and ongoing revenue commitments, such as increased pension contributions. The recent changes aligned staff pay and conditions with other councils and supported recruitment and retention. Whilst there was a modest cost increase for taxpayers, the transition was viewed as a necessary investment with long-term benefits.
- Members asked whether the Publica Transition was still the biggest single risk for the financial stability of Cotswold District Council. The Deputy Chief Executive stated that the November Mid Term Financial Statement report identified Publica Transition Phase two as the biggest risk to balancing the budget. By February 2025, the focus shifted to three main risks, including changes to external funding and local government reorganisation. Initially, funding cuts from 2026–27 were the main concern, but unforeseen issues like local government reforms were now seen as greater threats to financial stability.
- Members requested a simple table showing the number of garden waste licenses sold and the prices charged, ideally covering at least the last six to seven years. They expressed concern that price increases did not seem to affect demand, as sales had risen despite higher charges, and sought data to better understand this trend.
- Members were concerned about the connection between Council spending, the value delivered, and performance outcomes. They suggested the need for a more integrated information system linking spending with tangible benefits, making it easier to determine whether value is delivered. The Deputy Chief Executive agreed that aligning service and financial performance would allow Officers to direct resources to the Council's priorities.
- Members enquired whether the election costs for portable tablets would continue with the May elections. The Deputy Chief Executive explained that the additional cost of tablets for elections was part of a trial to explore their use, which had been ongoing in recent elections. The tablets were not purchased by the Council but provided by Civica and the Council was looking to achieve a cost reduction in future elections due to the way that votes are verified. The Deputy Chief Executive agreed that the rental for the tablets would be a recurring cost.
- The Chair asked how much of the service charges applied to existing tenants versus newer tenants at the Trinity Road Offices. They also raised a question about the commercial property, specifically regarding the rental income shortfall, and where that shortfall might be coming from. The Deputy Chief Executive explained that the charges applied to existing tenants.

The Committee noted the report and did not agree any recommendations to Cabinet.



## **OS.175      Updates from Gloucestershire County Council Scrutiny Committees**

Councillor Jenkinson provided an update on the Gloucestershire Economic Strategy Scrutiny Committee and the following points were noted:

- Gloucestershire's farming sector was evolving, with a focus on agri-tech and agri-technique. The County Council's farms were reviewed, and the county planned to reduce its land holdings, leading to more tenant farmers seeking new land.
- The county was reducing its land for capital generation, and there were various farm units across the district, some of which may not be in active use.
- The county was focusing on climate change and how to link economic data to strategy and policy. A new local growth plan was being developed, highlighting the need for better digital infrastructure in rural areas.
- Local growth hubs were crucial for business support but were limited to one per district, with the Southern Cotswolds Hub being the most accessible for businesses in the area.

Councillor Neill provided an update on the Health Overview and Scrutiny Committee and the following points were noted:

- The focus was on preventing illness, staying well, and delivering care in the community but there was a need to raise awareness about community-based options like pharmacies and self-care at home.
- Community events were held to promote healthy lifestyles, offering advice on diet, exercise, and health screenings.
- There had been a spike in hospital admissions due to Influenza, Respiratory syncytial virus and COVID-19 cases, leading to a critical incident declaration in Gloucestershire Acute hospitals.
- Virtual wards were allowing patients to monitor themselves at home using pulse oximeters, thermometers, and blood pressure monitors.
- Average ambulance handover times were reduced from 65 to 35 minutes between January and February.
- Emergency Departments had been enhanced to include new acute assessment units and better communication between paramedics, GPs, and hospital teams to reduce unnecessary hospital admissions.
- New technologies in Gloucestershire included image-guided intervention surgery and advanced stroke treatment in district hospitals.
- Community hospitals like Morton and Cirencester hospitals were discussed.

Rollout of the spring COVID vaccine for those over 75 and individuals with pre-existing health conditions was planned.

The Meeting commenced at 4.00 pm and closed at 6.50 pm

Chair

(END)



**COTSWOLD**  
District Council

|                            |  |
|----------------------------|--|
| Council name               | <b>COTSWOLD DISTRICT COUNCIL</b>   |
| Name and date of Committee | <b>OVERVIEW AND SCRUTINY COMMITTEE-6 MAY 2025</b>  |
| Subject                    | <b>PUBLIC TOILETS</b>  |
| Wards affected             | All  |
| Accountable member         | Cllr Tristan Wilkinson, Cabinet Member for Economy and Environment<br>Email: <a href="mailto:Tristan.wilkinson@cotswold.gov.uk">Tristan.wilkinson@cotswold.gov.uk</a>  |
| Accountable officer        | Jon Dearing, Interim Executive Director<br>Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>   |
| Report author              | Maria Wheatley, Parking Manager<br>Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>   |
| Summary/Purpose            | To provide an update on the public toilets   |
| Annexes                    | Annex A – Update and actions on recommendations from Cabinet on 1 February 2024  |
| Recommendation(s)          | That Overview and Scrutiny resolves to:<br><br>1. Note actions and progress since the Cabinet meeting on 1 February 2024 (Annex A)   |
| Corporate priorities       | <ul style="list-style-type: none"> <li>• Delivering Good Services</li> <li>• Supporting Communities</li> </ul>   |
| Key Decision               | NO   |
| Exempt                     | NO   |
| Consultees/ Consultation   | The Leader of the Council, The Deputy Leader and Cabinet Member for Finance and Transformation, The Chief Executive and Deputy Chief Executive Officers, The Monitoring Officer, The Interim Head of Legal Services, The Finance Business Partner, The Interim Executive Director. |



## **1. EXECUTIVE SUMMARY AND BACKGROUND**

- 1.1** The Council provides 11 public toilets which are open to the public for 364 days of the year. The provision of public toilets remains a discretionary service. 7 of the sites have a charge of 40p to enter and 4 are free of charge.
- 1.2** During 2023 the Overview and Scrutiny Committee established a Public Conveniences Review Group. The group reviewed all public convenience sites and reported back to Cabinet 1<sup>st</sup> February 2024. The report included recommendations to provide a balance between continued provision of good quality facilities and reducing the financial burden on the Council.
- 1.3** There were 11 recommendations considered by Cabinet 1<sup>st</sup> February 2024, 8 of which were agreed. Please see Annex A for full details and updates. A summary of each recommendation follows.

## **2. NEW CLEANING AND MAINTENANCE CONTRACT IN PLACE**

- 2.1** The open tender process was completed and a new cleaning and maintenance contract started 1 October 2024.
- 2.2** Performance for the first 6 months has been good hitting the Key Performance indicator of 85% or more. Spot checks are carried out randomly by the Parking Enforcement Team checking off against multiple points to reach the level of acceptance on the contract.
- 2.3** A saving of circa £5,000 was made between the old and new contract per annum. The contract charge includes all staffing and materials for cleaning and internal maintenance.

## **3. BUDGET MONITORING**

- 3.1** The main costs outside of the contract are the utilities and any structural repairs to the building. All invoices are authorised by senior members of the team before processing.
- 3.2** The current entry charge is 40p per entry. The council reviews all fees and charges during the budget setting period, and the fees for the public toilets will be reviewed for the 2026/27 period later in 2025.



**4. COMMITMENT TO RETAIN AT LEAST ONE DISTRICT COUNCIL PROVIDED FACILITY**

- 4.1** The Council has one facility in each of the following towns and villages, Cirencester, Tetbury, Moreton in Marsh, Bourton on the Water(2), Stow on the Wold, Chipping Campden, Northleach, Lechlade and Fairford.
- 4.2** Due to very high numbers of visitors to Bourton on the Water, 2 facilities are provided.

**5. TRANSFER OF FACILITIES TO TOWN COUNCILS**

- 5.1** Where more than 1 facility was provided in 3 of the Towns, (excluding Bourton on the Water), 1 of the facilities was offered to the Town councils to operate.
- 5.2** The Town Councils of Tetbury, Stow on the Wold and Cirencester were unable to take on the facilities and therefore the following sites were closed; The Chippings at Tetbury, London Road and Brewery at Cirencester and Mangersbury Road at Stow on the Wold.

**6. INTRODUCE CHARGING AT THE 4 FREE SITES**

- 6.1** The current capital balance of £34,000 is not sufficient to install the necessary equipment relating to introduce charging at the 4 free sites and a further report to Cabinet is necessary.

**7. REPLACEMENT PADDLE GATES**

- 7.1** There is a significant risk of the paddle gates failing at the Bourton on the water sites, which puts at risk £40,000 of income and a risk to customers through accidental injury.
- 7.2** The current gates are 18 years old and are no longer serviceable; as above, a further report to Cabinet is necessary to secure funding.



**8. ASSET MANAGEMENT**

- 8.1** The property services team have confirmed all units are in the councils Asset Management Strategy, as the responsibility for the fabric of the building remains with the council as the owners.

**9. REVIEW OF CHARGING**

- 9.1** The Council will review the current charge of 40p, later in 2025 as part of the budget setting cycle for 2026/27.

**10. NEW INFORMATION SIGNS AT EACH SITE EXPLAINING THE NEED TO CHARGE AT PUBLIC TOILETS**

- 10.1** New signs will be placed at each facility explaining to users the need to charge for entry in order for the council to continue to provide this non-statutory service.

**11. RETAIN 1 'FREE TO USE' DISABLED ACCESS UNIT PER SITE.**

- 11.1** The council continues to provide a free to use disabled accessing unit at each location. A RADAR key (Royal Association for Disability and Rehabilitation) gives free access to those in need.

**12. ENCOURAGE KEY PARTNERS TO ALLOW PUBLIC ACCESS TO THEIR FACILITIES**

- 12.1** The council will seek to encourage partners such as Town and Parish councils, and businesses to make their toilets available for public use and to register their toilets on popular public toilet apps.



**Annex A**

**Recommendations from the Overview and Scrutiny Committee's Public Conveniences Review Group to Cabinet**

| <b>Recommendation and response</b>   | <b>Comment from Cabinet 1<sup>st</sup> February 2024</b>   | <b>Responsible Cabinet Member And lead Officer</b>   | <b>Progress to date</b>   |
|--|--|--|---|
| 1. That the Council seeks to re-tender the cleaning and maintenance contract rather than bring the service in house.<br><br><b>Agreed</b>  | Agree to retender contract prior to expiry on 30/09/24. Also, request costings from Ubico to benchmark against tenders from external suppliers.  | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br><br>David Stanley, Deputy Chief Executive Officer | Tender complete with new contract in place from 1 <sup>st</sup> October 2024. |
| 2. That the Council seeks to reduce the annual revenue cost of providing public conveniences facilities, given that it would not be realistic to seek full cost recovery through charging, or to provide facilities that are free to use.<br><br><b>Agreed</b> | The current budget provision of £161k for a non-statutory service is coming under increasing pressure hence the request for this review. It's accepted that neither achieving full cost recovery or making the service completely free are viable options. | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br><br>David Stanley, Deputy Chief Executive Officer | On-going monitoring of the overall budget.                                    |
| 3. That the Council commits to retaining at least one district council provided public conveniences facility   | We wish to continue providing this service in locations across the District, but recognise that  | Councillor Mike Evemy, Deputy Leader and   | The review highlighted that Cirencester had 3 sites with                      |



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| in each town and village within the district that currently has one.<br><b>Agreed</b>  | closing some facilities will reduce costs whilst maintaining a public service.  | Cabinet Member for Finance<br>David Stanley, Deputy Chief Executive Officer  | Stow on the Wold and Tetbury having 2 each.   |
| 4. That the Council opens discussions with the relevant Town Councils about the transfer of responsibility for four sites in towns that have more than one district council provided facility, or where town councils are not willing, the Council seeks to close the facilities and repurpose the buildings to generate a commercial opportunity, as set out in Exempt Annex B. This approach is expected to result in a maximum annual revenue saving of £39,061.<br><br><b>Agreed</b> | See comment above.  | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br><br>David Stanley, Deputy Chief Executive Officer | Discussions were had with the town Councils in Cirencester, Stow on the Wold and Tetbury. The council was transparent with the cost to provide the services and none of the Town councils felt able to take on the expense of the toilets. This resulted in 4 sites being closed beginning of October 2024. |
| 5. That the Council allocates £47,200 in the capital programme to introduce charging at the four retained sites that are currently free to use, utilising the existing capital budget (of c.   | It's agreed that the balance of the capital allocation for card readers should be used to facilitate charging at the currently non-charged sites. | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance  | New quote obtained from the contractor to install payment mechanisms at the 4 free sites in Tetbury, Northleach,  |





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| <p>£34,000) for purchasing and installing card readers. This investment will ensure that the Council can charge for usage, with card payment as an option, at all district council run facilities and will have a payback period of c. 1 year.</p> <p><b>Not agreed</b></p>                       | <p>The proposed capital budget for 24/25 allows for this. We will seek to re-use card readers and charging mechanisms from any closed facilities. Any identified additional capital requirements will come forward as a report to Cabinet following agreement on any closures.</p> | <p>David Stanley, Deputy Chief Executive Officer</p>   | <p>Chipping Campden and Lechlade.</p>  |
| <p>6. That the Council allocates capital funding of £27,650 in priority works to remedy condition (the replacement of paddle gates) at the two sites in Bourton on the Water, in order to protect future income, as set out in Annex B of the Review Group's report.</p> <p><b>Not agreed</b></p> | <p>It's acknowledged that this investment is required. Funding for this to be identified and subject to a separate Cabinet report alongside the works identified in recommendation 5.</p>  | <p>Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br/>David Stanley, Deputy Chief Executive Officer</p> | <p>Equipment is being monitored and a new quote obtained for replacements.</p>                   |
| <p>7. That the Council seeks to maintain the condition of its public convenience facilities through the</p>   |  | <p>Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p>   | <p>The Property Services Team have confirmed all units are in the Asset Management Strategy.</p> |



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| Council's Asset Management Strategy.<br><b>Agreed</b>   |  | David Stanley, Deputy Chief Executive Officer  |  |
| 8. That usage charges are set at 70p at all retained district council public conveniences facilities. Based on current usage levels this could reduce the cost of the service by a maximum of £62,425 per annum.<br><b>Not agreed</b> | Given the increase in the charge to 40p in April 2023 and the implementation of card readers at all charging sites in November 2023, it is very difficult to forecast revenue based on these two factors and therefore understand the impact of any price change proposal. It's proposed to review the charge once we have clarity over the future cost of the service and when we have at least six months of usage and revenue data for currently charged sites. | Councillor Mike Every, Deputy Leader and Cabinet Member for Finance<br>David Stanley, Deputy Chief Executive Officer | The fees remain at 40p.                                      |
| 9. That the Council uses signage at public convenience facilities to explain to users that public conveniences are not a statutory  |  | Councillor Mike Every, Deputy Leader and Cabinet Member for Finance  | The Communications team are working on a draft for approval. |



# COTSWOLD

District Council

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| service and the usage charge does not cover the full cost to the Council of running the service.<br><b>Agreed</b>   |  | David Stanley, Deputy Chief Executive Officer  | Appropriate placement of the signs will need to be considered as each site is different. |
| 10. That the Council continues to provide one disabled access unit at each retained site which can be accessed free of charge with a RADAR key (Royal Association for Disability and Rehabilitation).<br><b>Agreed</b>          |  | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br>David Stanley, Deputy Chief Executive Officer | No change.   |
| 11. That the Council encourages key partners such as town and parish councils and local businesses to make their toilets available for public use and to register their toilets on popular public toilet apps.<br><b>Agreed</b> |  | Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance<br>David Stanley, Deputy Chief Executive Officer | This piece of work is planned for spring/summer 2025.                                    |

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# Preventing Homelessness Strategy

April 2025



**COTSWOLD**  
District Council

# Foreword

Becoming homeless, or fearing that this could potentially occur, can have a major impact on the lives of individuals: their health, well-being, employment opportunities, education, and training may all be affected if suitable, long term accommodation options are not made available to them.

Homelessness is an issue which is high on the national agenda. The 'Everyone In' response to the COVID-19 pandemic has shown what can be achieved in addressing rough sleeping. Locally this helped people in transformative ways which has continued beyond the pandemic. The countrywide joined-up response gained national praise and attention. We need to continue to build on this progress and the commitments of this strategy reflect this.

Homelessness isn't just a term used for those that we see visibly rough sleeping and can happen to anyone at any time. Most people who approach our council for advice on their housing situation are not sleeping rough but are instead at various stages of being threatened with homelessness.

There are many reasons why someone may be threatened with homelessness with many people living in precarious or unsuitable homes. This could include people who are; private renting, but their tenancy is about to end; living with family or a partner but relationships are breaking down; are sofa surfing; or have suffered an income shock and are no longer able to afford their mortgage or rent.

As part of developing the strategy and setting out our Priorities we have reflected on a wide evidence base including reviewing data regarding our local housing market, our population demographics as well as assessing homelessness trends specific to our area.

In drawing up the strategy, we have consulted with our stakeholders and partners.

It is intended that this strategy be a live document with a regularly updated Action Plan and annual reviews to ensure this continues to reflect our shared aims and evolving priorities.

We cannot deliver the priorities and actions set out in the strategy alone, and therefore the continued collaboration and support of our partners is key to its success. A multi-agency approach and working alongside community partners is the only way that this can happen effectively.



**Cllr Juliet Leyton**



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Priority 3 Supporting rough sleepers to address their housing and other needs.

Priority 4 Increasing Accommodation Options

Action Plan, Monitoring and Review arrangements



# Introduction

Working with our residents and partners to prevent and resolve homelessness and the threat of homelessness is at the very heart of this strategy.

The most obvious form of homelessness, those sleeping rough on the streets, is not common in the Cotswold district, thanks to our strong partnership approach to 'No Second Night Out' which aims to end rough sleeping and subsequent initiatives introduced during the pandemic.

However, homelessness in general is increasing in all local authorities. Factors such as the cost-of-living crisis, increasing rents in the private sector, substance misuse, mental ill health, family and relationships breaking down, increases in pressures financially and a lack of genuinely affordable housing are key reasons why homelessness is increasing. These are key issues for this strategy to address.

Preventing homelessness before it occurs is the main ethos of the Homelessness Reduction Act (HRA) 2017. However, Cotswold District Council has taken this even further by investing in a strong approach to engaging with residents at the very earliest stage, to prevent homelessness before official duties are triggered under HRA 2017 by increasing resources specifically to target this.

The Council has also supported a strong 'No Second Night Out' approach to ensuring that anyone who does find themselves rough sleeping is offered an accommodation option as soon as possible.

Cotswold Council works in close partnership with local partners to provide a Housing First scheme for adults with complex needs who have exhausted all other accommodation options. The council also works closely with our partners across the county on ensuring the adults with complex needs can access relevant supported accommodation and services when they need it. The council also owns and manages 2 properties that provide emergency accommodation with onsite support: one to adults with complex needs and the second to families which keeps stays in B&B/Hotel type accommodation to a minimum. These schemes are key contributors to the reason why the district has low to zero rough sleeping.

However, since 2020 despite the many proactive and progressive initiatives introduced as the result of the pandemic, homelessness within the district has increased by around 30%. The council is seeing increased requests for support from people who need to leave their homes due to many, and often complex issues. These include receiving notices from private landlords, are fleeing abuse or violence, are living in unsafe or insecure accommodation or whose home is not suitable to meet their specific housing needs for health or financial reasons.

However, as volumes of people needing housing and homelessness interventions increase, use of unsuitable and expensive B&B accommodation is increasing; therefore, the council has developed strong a prevention focused Housing service that aims to increase the numbers of households who are prevented from becoming homeless at the earliest possible stage.

In developing this strategy, Cotswold District Council has reviewed the key issues that are driving up homelessness both locally and nationally which has informed the focus of the strategy to the following four objectives:

- Priority 1    **Preventing Homelessness**
- Priority 2    **Establishing effective partnerships and working arrangements**
- Priority 3    **Supporting rough sleepers to ~ address their housing and other needs**
- Priority 4    **Increasing Accommodation Options**

These priorities are intended to be high level and therefore the strategy will be sufficiently flexible to accommodate and respond to changes in the external environment during its lifetime.

A detailed action plan has been developed in collaboration with our partners to support and deliver the strategic objectives. We recognise that during the five-year life span of this Strategy we will need to prioritise and even change direction with certain objectives and actions.

This document will provide a basis for the direction of travel and will guide us in our current and future activities.



# Cotswold District Council Overview



**91,311**  
Population  
(2022)



**26%** of the local  
population are over  
65, which is **8%**  
above the national  
average



Median House Price:  
**£440,000**  
(December 2024)



Median House Price v  
median earnings median:

**14.88 x**  
median wage  
(single person)



**Tenure Split**

Owner Occupied **65%**  
Private Rent **19%**  
Social Housing **15%**



Estimated Total Number  
of Dwellings from Census  
2021:

**37,217**



**244**

Households offered  
Affordable or Social  
rents in 2024/25



**1,018**

Number of  
households seeking 1  
bed accommodation



Total number of housing advice and  
homelessness inquiries, including housing  
register applications:

Pre Covid: around **300** approaches  
annually

**During and post Covid:**

2021/22: **490** approaches

2022/23: **633** approaches

2023/24: **742** approaches



**1,794**

Applicants registered  
for Housing  
(March 2025)



**31**

Number of  
Households  
in emergency  
accommodation  
(March 2025)

# Housing In Cotswold District Council

## General



53

Number of Licenced  
HMO's



15.4%

of the Cotswold district  
have a defined disability  
under the Equalities Act



**One in eight**  
households in  
the district are  
considered to be in  
fuel poverty



900

Number of Empty Homes  
(January 2025)



Average monthly rents  
in the Private Sector:

1 bed **£726**

2 beds **£951**

3 Beds **£1,278**

## Homelessness

Top three Main Reasons for Homelessness



1

Rough Sleeper  
identified as rough  
sleeping March  
2025 snapshot

36%

Family/  
Relationship  
Breakdown

13%

Ending of  
a Private  
Rented  
Tenancy

12%

Domestic  
Abuse



Number of households  
seeking accommodation  
by bedroom need  
March 2025:

1 bed **1,018**

2 bed **472**

3 bed **239**

4+ bed **65**

## Successes



Maintained a low to zero number of Rough Sleepers – recording between **0-2** consistently at official monthly and annual counts



Provision of two properties providing **16** units of emergency accommodation dedicated onsite support



Worked with our partners at Bromford to provide an additional **10** units of emergency accommodation



Worked with our partners at Bromford and P3 to provide a Housing First option for the most complex of our residents



Prevented over **200** households from becoming homeless in 2024/25



Provided emergency accommodation for over a **120** households whose homelessness couldn't be prevented in 2024/25



Worked with our county partners, our housing provider partners and Domestic Abuse support agencies to provide places of safety in the district for those fleeing violence



**xxx** Affordable homes delivered between 2019 and 2024, of which **xxx** were affordable homes for rent

## Challenges for Cotswold District Council in Preventing Homelessness

- Affordability and access to the private rented sector
- High demand for affordable housing
- High support needs compared to locally available services.
- Lack of available wider short term temporary accommodation options
- Lack of available emergency accommodation for people with disabilities
- Meeting the housing needs of young people, especially care leavers and those from rural areas;
- Lack of One bed general needs accommodation
- Low number of HMO's to meet the needs of under 35's

## Wider challenges within the Cotswold District that contribute increasing homelessness

- Low wages compared to housing costs
- Air B&B / Second Homes/ Holiday Lets / Empty Homes
- Tackling disrepair and poor standards of accommodation in the private sector

# Strategic Aims and Priorities

## Priority 1: Preventing homelessness

Given the challenges we face around increasing homelessness it is crucial that we continue to put homeless prevention at the heart of everything we do. This principle will form the basis of how we respond to the economic hardships faced by our residents impacted by the continuing cost of living crisis.

Being flexible, agile and adapting to local challenges will be key in meeting future issues that may lead to homelessness if not tackled.

We will find innovative and proactive ways of both understanding and addressing the factors that can lead to homelessness - such as the impact of the Renters Rights Bill on private sector tenancies and landlords, family/relationship breakdown and discharge from institutions.

We will also develop a greater understanding of the impact of wider social issues such as poverty and disadvantage, unemployment, poor health and wellbeing and lack of access to affordable, decent homes.

We believe this will greatly increase the chances of positive outcomes for people at risk of becoming homeless.

### Key Objectives

- Monitor and act on the impact of the implementation of the Homelessness Reduction Act within the council's Housing Team and wider housing services.
- Develop further preventative actions based on the evidence of what has previously been successful in preventing homelessness
- Understanding and tackling the economic impacts of the cost-of-living crisis that may otherwise lead to homelessness.
- Develop greater understanding of the 'triggers' that are driving homelessness presentations
- Identify and respond to the housing needs of vulnerable groups.
- Review how customers contact us and interact with our service.
- Promote the HomeseeckerPlus housing application process and provide support for people to use it
- Continue to effectively communicate with people about how to avoid the risk of homelessness, ensuring that advice and appropriate support is readily available.

## Priority 2: Establishing effective partnerships

The previous Preventing Homelessness strategy emphasised partnership working to co-ordinate activity and focus combined energies on preventing homelessness and improving services for homeless people.

With this new strategy we will develop this approach further. Over the life of this strategy, we will build stronger relationships with our partners and ensure that our collective efforts to tackle homelessness and rough sleeping are effectively aligned.

### Key Objectives

- Continue to establish appropriate pathways for customers between agencies which reinforce the early identification of factors that may be likely to lead to a risk of homelessness.
- Build on and improve existing processes to ensure an effective 'duty to refer' from all relevant public sector bodies as set out in the Homelessness Reduction Act.
- Ensure that the council's workforce have the appropriate skills to assist all client groups
- Challenge and resolve barriers to effective service delivery as part of business as usual.



## Priority 3: Supporting rough sleepers to address their housing and other needs

Although the intelligence-based estimates show low to zero numbers of rough sleepers in the district, our priority remains to prevent all forms of rough sleeping when it does occur.

We recognise many more people are living in insecure accommodation such as having to 'sofa surf' or rely on the good will of friends or relatives and are therefore at risk of rough sleeping.

### Key Objectives

- Align efforts and resources with partners to tackle homelessness and rough sleeping.
- Work with our countywide partners to support and evaluate a new Outreach service, to better understand the causes of local rough sleeping as well as the pattern and locations of rough sleepers.

- Work with the community and local businesses act as 'eyes and ears' to ensure that no rough sleeper goes without support
- Support rough sleepers who are ready for independent living to move into longer-term accommodation and to sustain their tenancy.
- Evaluate and adapt housing pathways, and develop new ones where they do not exist, to ensure they meet the needs of those living with complex needs as well as new/emergent client groups.
- Build on existing work with partner organisations to develop appropriate supported housing solutions, such as the 'Housing First' model, for homeless people with the highest level of need.

## Priority 4: Increasing Accommodation Options

The use of impractical expensive B&B placements for people experiencing homelessness has long been viewed as unsuitable for anything more than to address an urgent need for safe accommodation.

Therefore, developing new temporary accommodation solutions to meet local needs is a more sustainable way to address this and is a key priority for the council.

### Key Objectives

- Ensure that council priorities are aligned by linking this strategy with the targets included in the Local Plan to increase affordable housing supply.
- Ensure that our countywide priorities are aligned by working with our county partners to develop an increase in the supply of move on accommodation for all supported housing pathways.

- Maintain efficient and appropriate use of all council owned temporary accommodation, ensure that all residents are provided with high level support to enable them to move on into long term accommodation.
- Expand the range of temporary accommodation available to our customers, including investigating all options to purchase or lease buildings and working with the private sector
- Develop a greater understanding of what may encourage private landlords to increase the supply of rented accommodation at a cost households can afford and how we may assist with making this a realistic housing solution.
- Work with Registered Providers to develop schemes that increase accommodation options.



**COTSWOLD**  
District Council

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

# Action Plan

## Priority 1: Preventing homelessness.

| What do we want to achieve?                                   | What are we going to do to achieve this?   | Actions 2025/26   | Progress | Date |
|---|--|---|----------|------|
| Put Homelessness Prevention at the heart of everything we do. | Monitor and act on the impact of the implementation of the Homelessness Reduction Act within the council's Housing Team and wider housing services | Monitor the impact of the Homelessness Reduction Act (HRA) on housing services and customer outcomes.   |          |      |
|   |  | Review H-CLIC data quarterly, perform case reviews on Housing casework.   |          |      |
|   |  | Collect feedback from partner agencies and other internal services.   |          |      |
|   | Develop further preventative actions based on the evidence of what has previously been successful in preventing homelessness                       | Integrate local and national homelessness prevention data to improve services.  |          |      |
|   |  | Compare our service to our Nearest Neighbours (demographically not geographically) and implement 'good practices' identified.   |          |      |
|   |  | Seek feedback from our customers their experiences.   |          |      |
|   |  | Analyse successful pre- prevention outcomes achieved by the Complex Needs Team and embed this learning into the principles and systems of the service.  |          |      |
|   | Understanding and tackling the economic impacts of the cost-of-living crisis that may otherwise lead to homelessness                               | Understand the impact of the cost-of-living crisis and other financial impacts such as welfare reform on rising evictions due to rent arrears.  |          |      |
|   |  | Work with our internal partners to ensure our financial support offers meeting the needs of the clients (including the Prevention Fund, Discretionary Housing Payment (DHP), Client Support, links to charities). |          |      |
|   |  | Strengthen relationships with local private rented landlords.   |          |      |
|   |  | Develop partnerships with Registered Housing Providers and local voluntary sector financial advice services.  |          |      |

| What do we want to achieve?                                   | What are we going to do to achieve this?  | Actions 2025/26   | Progress | Date |
|---|---|---|----------|------|
| Put Homelessness Prevention at the heart of everything we do. | Develop greater understanding of the 'triggers' driving homelessness presentations.   | Identify triggers of homelessness related to family breakdowns and implement intervention strategies.   |          |      |
|   |   | Ensure staff are fully trained in negotiation and mediation techniques.   |          |      |
|   |   | Monitor the effects of the increased pressures of the Refugee crisis.   |          |      |
|   |   | Review and analyse the information that we gather in relation to homelessness and adapt future services and interventions in response to what we learn. |          |      |
|   | Identify and respond to the housing needs of vulnerable groups.   | Build on existing interventions for vulnerable client groups and develop new interventions where there are identified gaps for:                         |          |      |
|   |   | Care leavers  |          |      |
|   |   | Young People  |          |      |
|   |   | Adults with Complex Needs (e.g. Mental Health, Addictions, Learning Disabilities)   |          |      |
|   |   | Domestic Abuse Victims  |          |      |
|   |   | Prison Leavers  |          |      |
|   |   | Veterans  |          |      |
|   |   | Refugee's   |          |      |
|   | Review how customers contact us and interact with our service.  | Ensure that there are multiple, easy to access channels for people to get in touch: phone, email, face to face.   |          |      |
|   |   | Ensure that customers are offered a range of options to meet their specific needs.  |          |      |
|   |   | Work with partners on Digital Inclusion, Outreach and contact points with internet access.  |          |      |
|   | Promote the HomeseekerPlus housing application process and provide support for people to use it.  | Schedule regular social media campaigns to promote HomeseekerPlus.  |          |      |
|   | Continue to effectively communicate with people about how to avoid the risk of homelessness, ensuring that advice and appropriate support is readily available. | Schedule regular social media campaigns to raise awareness of homelessness and the support available.   |          |      |



## Priority 2: Establishing effective partnerships, working arrangements and support to those who are threatened with homelessness, to improve their resilience and reduce the risk

| What do we want to achieve?  | What are we going to do to achieve this?   | Actions 2025/26  | Progress | Date |
|--|--|--|----------|------|
| Establishing effective partnerships, working arrangements and support to those who are threatened with homelessness, to improve their resilience and reduce the risk homelessness occurring. | Establish partnerships with local agencies (e.g., housing, social services, mental health, and employment support) to create a collaborative framework for supporting individuals at risk of homelessness. | Monitor and review trends in homelessness approaches from customers.   |          |      |
|  |  | Build on existing partnerships and allocate resources for training and coordination.   |          |      |
|  |  | Work with our commissioning partners to review the Alliance services around Prevention.  |          |      |
|  |  | Work with Registered Providers on identifying households at threat of eviction.  |          |      |
|  | Work with our Commissioning partners to ensure Countywide services meet the needs of our clients.  | Work with our commissioning partners to review the Alliance services around Outreach services.   |          |      |
|  |  | Monitor rough sleeping referrals with our Outreach Provider to establish trends and respond accordingly.   |          |      |
|  |  | Develop clear referral pathways between agencies such as housing, health, and employment to ensure early identification of at-risk individuals.                          |          |      |
|  | Build on and improve existing processes to ensure an effective 'duty to refer' from all relevant public sector bodies as set out in the Homelessness Reduction Act.  | Review the effectiveness of the current IT system that supports 'Duty to Refer'.   |          |      |
|  |  | Promote 'Duty to Refer' in all dealings with statutory agencies.   |          |      |
|  | Ensure that the council's workforce have the appropriate skills to assist all client groups.   | Identify skills gaps in the council's workforce related to homelessness prevention and ensure targeted training for all employees who interact with at-risk individuals. |          |      |
|  |  | Ensure that the workforce has a strong 'trauma informed' approach to tackling the most complex casework by offering continuous training.                                 |          |      |
|  |  | Ensure that all staff receive regular Domestic Abuse and Safeguarding training to maximise referrals to appropriate services.  |          |      |
|  |  | Ensure Retrospective Learning principles are embedded into practise.   |          |      |
|  | Challenge and resolve barriers to effective service delivery as part of business as usual.   | Identify key barriers to service delivery (e.g., bureaucratic, financial, or communication-related) and implement solutions to overcome them.                            |          |      |

### Priority 3: Supporting Rough Sleepers to address their housing and other needs

| What do we want to achieve?   | What are we going to do to achieve this?   | Actions 2025/26  | Progress | Date |
|---|--|--|----------|------|
| Supporting rough sleepers to address their housing and other needs. | Align efforts and resources with partners to prevent homelessness and rough sleeping before it occurs.   | Focus on early intervention to prevent rough sleeping from occurring.  |          |      |
|   |  | Work with our countywide partners to support and evaluate a new Outreach service for 2025 onwards, to better understand the causes of local rough sleeping as well as the pattern and locations of rough sleepers. |          |      |
|   |  | Investigate new and innovative ways of providing Outreach to those that need it.   |          |      |
|   | Work with the community and local businesses act as 'eyes and ears' to ensure that no rough sleeper goes without support.  | Promote Streetlink through regular social media campaigns.   |          |      |
|   |  | Provide ongoing and regular training sessions for Parish Councils and Members.   |          |      |
|   | Evaluate and adapt housing pathways, and develop new ones where they do not exist, to ensure they meet the needs of those living with complex needs as well as new/emergent client groups. | Develop clear referral pathways between agencies such as housing, health, and employment to ensure early identification of at-risk individuals.  |          |      |
|   | Build on existing work with partner organisations to develop appropriate supported housing solutions.  | Review the effectiveness of the current 'Housing First' model with our stock transfer partner, for homeless people with the highest level of need.   |          |      |
|   |  | Encourage and broaden the participation of other providers in 'Housing First' type solutions.  |          |      |

## Priority 4: Increase Accommodation Options

| What do we want to achieve?       | What are we going to do to achieve this?  | Actions 2025/26  | Progress | Date |
|-----------------------------------|---|--|----------|------|
| Increasing Accommodation Options. | Ensure that Council priorities are aligned  | Link this strategy with the targets included in the Local Plan to increase affordable housing supply.  |          |      |
|                                   | Ensure that Countywide priorities are aligned   | Work with our county partners to develop an increase in the supply of move on accommodation for all supported housing pathways.  |          |      |
|                                   | Maintain efficient and appropriate use of all council owned temporary accommodation, ensure that all residents are provided with high level support to enable them to move on into long term accommodation.                 | Imbed the Temporary Accommodation Service Standard process in all that we do.  |          |      |
|                                   |   | Provide support to households placed in all forms of temporary accommodation to help them address issues that may be barriers to moving into settled housing.  |          |      |
|                                   |   | Review our current policy and processes to support more rapid move-on from temporary and supported accommodation and provide support into new permanent accommodation when possible.   |          |      |
|                                   |   | Work with our Registered Provider partners to reduce the use of bed and breakfast and nightly paid temporary accommodation, instead providing appropriate temporary accommodation options or move on options from emergency accommodation. |          |      |
|                                   | Develop a greater understanding of what may encourage private landlords to increase the supply of rented accommodation at a cost households can afford and how we may assist with making this a realistic housing solution. | Work with our colleagues in Empty Homes to find ways to incentivise and/or encourage owners of Long-Term Empty Properties to bring them back into use.   |          |      |
|                                   |   | Ensure that our Homelessness and Rough Sleeping grant is utilised to encourage offers of private rented accommodation to assist in discharging our homelessness duties.  |          |      |
|                                   | Work with Registered Providers to develop schemes that increase accommodation options.  | Work with our Registered Provider partners to encourage tenants who are under occupying to downsize into non-family accommodation.   |          |      |

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|                            |  |
|----------------------------|--|
| Council name               | <b>COTSWOLD DISTRICT COUNCIL</b>   |
| Name and date of Committee | <b>OVERVIEW &amp; SCRUTINY – 6 MAY 2025</b>  |
| Subject                    | <b>UPDATE ON HOUSING ALLOCATIONS AND HOMELESSNESS</b>  |
| Wards affected             | All  |
| Accountable member         | Councillor Juliet Layton Cabinet Member for Housing and Planning<br>Email: <a href="mailto:Juliet.layton@cotswold.gov.uk">Juliet.layton@cotswold.gov.uk</a>  |
| Accountable officer        | Jon Dearing – Interim Assistant Director<br>Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>  |
| Report author              | Caroline Clissold – Business Manager Housing<br>Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>  |
| Summary/Purpose            | To update the Overview and Scrutiny Committee on emerging homelessness pressures, and the plan to address these through the Preventing Homelessness Strategy and the Action Plan to Prevent Homelessness   |
| Annexes                    | Annex A – Overview of current homelessness in the district<br>Annex B – Draft Preventing Homelessness Strategy and Action Plan   |
| Recommendation(s)          | That Overview and Scrutiny resolves to :<br><ol style="list-style-type: none"> <li>1. Note the update on emerging homelessness pressures</li> <li>2. Agree on any recommendation it wishes to submit to Cabinet regarding the draft Preventing Homelessness Strategy</li> <li>3. Agree on any recommendation it wishes to submit to Cabinet regarding the draft Preventing Homelessness Action Plan</li> </ol> |
| Corporate priorities       | <ul style="list-style-type: none"> <li>• Delivering Good Services</li> <li>• Delivering Housing</li> <li>• Supporting Communities</li> <li>• Supporting the Economy</li> </ul>   |
| Key Decision               | NO   |



|                             |   |
|-----------------------------|---|
| Exempt                      | NO  |
| Consultees/<br>Consultation | Leader of the Council, Chief Executive, Director of Place, Chief Finance Officer, Interim Head of Legal Services, Interim Executive Director, Interim Managing Director (Publica), Internal and External Stakeholders |



## **1. EXECUTIVE SUMMARY**

- 1.1** The Homelessness Reduction Act (HRA) 2017 introduced statutory duties that Local Authorities must adhere to in order to respond to and prevent homelessness. HRA included new duties such as the requirement to prevent homelessness.
- 1.2** The Housing Team is the statutory service responsible for ensuring that the council meets the statutory requirements as laid down by the Homelessness Reduction Act 2017 (alongside other legislative requirements)
- 1.3** Cotswold District Council has had many successes since the Homelessness Reduction Act was introduced. Investment in resources and services has meant that there has been a significant reduction of rough sleeping with the council reporting low to zero numbers at any one time.
- 1.4** However, for many and often complex reasons, homelessness is rising across the country. This is also reflected within the district, with average numbers of households in some form of temporary accommodation having risen by a third during 2024-2025.
- 1.5** For 2025 onwards therefore there must be a strong focus on preventing homelessness at the earliest possible stage to achieve the aim of reducing temporary accommodation usage.

## **2. BACKGROUND**

- 2.1** Within the legal duties, Housing must provide a full and accessible Housing Options service, which includes, but is not limited to preventing homelessness and relieving homelessness should it occur. The Housing Team must also provide provision of safe and appropriate emergency accommodation for vulnerable residents where no other accommodation is available.
- 2.2** The Housing Team are also responsible for maintaining a fair and transparent Choice Based Lettings system (HomeseekerPlus) and supporting households in B&B emergency accommodation as well as in Council owned Hostels.
- 2.3** The Housing Team has seen many changing demands over the last 7 years including the introduction of new legislation, the Covid Pandemic and the issues facing our residents from rising cost of living implications. The service has also seen new



burdens from the introduction of the Domestic Abuse Act and various strands of housing related refugee work.

- 2.4** As a result, the Council has seen increasing numbers of people seeking assistance with Housing related issues which are in turn impacting on their accommodation meaning that they are either homeless or threatened with homelessness.
- 2.5** Preventing homelessness is always the best approach for both the customer and the local authority. The Housing Team, on average, prevent over 200 households a year from becoming homeless. By finding people alternative long-term accommodation or negotiating with family or landlords to keep people in their homes, the use of expensive B&B accommodation is lessened.
- 2.6** The Housing Team also take a robust approach to rough sleeping, working with our Outreach service to identify and contact rough sleepers at the very first sighting. This approach means that Cotswold has no entrenched rough sleepers and regularly report low to zero numbers of 'new to the street' rough sleeping.
- 2.7** Since mid-2024 however, numbers of households presenting as homeless to the Council have risen exponentially as the cost-of-living crisis deepens. Lack of move on accommodation for singles in either temporary accommodation or supported adult homelessness accommodation within the countywide pathways, combined with additional new pressures from other cohorts is also impacting on the Housing service.
- 2.8** To effectively manage and ensure that services are available for residents facing homelessness, the Council must have a robust Preventing Homelessness Strategy and Action Plan.

### **3. PREVENTING HOMELESSNESS STRATEGY 2025-2030**

- 3.1** Section 2(1) of the Homelessness Act 2002 requires local authorities to undertake regular reviews of homelessness within their area. Section 1(4) requires local authorities to publish a new homelessness strategy based on the results of this review.
- 3.2** The Homelessness Reduction Act 2017 introduced significant changes to how local authorities must statutorily assess and support households who are both at risk of





homelessness (the Prevention Duty) and to those that become homeless (the Relief Duty).

- 3.3** To support local authorities with these duties, each council receives an annual ringfenced Homelessness Prevention Grant (HPG) which sets out three key outcomes:
- Embed the Homelessness Reduction Act by increasing activity to prevent single homelessness and rough sleeping
  - Reduce the number of families in unsuitable temporary accommodation by maximising family homelessness prevention.
  - Reduce the use of B&B accommodation for families and eliminate family B&B placements beyond the statutory six-week limit.
- 3.4** Any Preventing Homelessness strategy must therefore be mindful of both the legislation and the ringfenced conditions of the HPG.
- 3.5** A review of the increasing demands on the Housing service and client groups most at risk of homelessness has been undertaken alongside an assessment of available emergency accommodation, countywide services, Supported Accommodation pathways, and longer-term housing options. The conclusion of this review has formed the basis for the Aims and Priorities included in the new Preventing Homelessness Strategy.
- 3.6** The strategy sets out 4 Key Aims and Priorities:
- |            |  |
|------------|--|
| Priority 1 | <b>Preventing Homelessness</b>   |
| Priority 2 | <b>Establishing effective partnerships and working arrangements.</b>       |
| Priority 3 | <b>Supporting rough sleepers to address their housing and other needs.</b> |
| Priority 4 | <b>Increasing Accommodation Options</b>                                    |
- 3.7** The Preventing Homelessness Strategy 2025-2030 (Annex A) will work alongside other strategies to increase accommodation options such as the Local Plan and the Long-Term Empty Homes Strategy 2024-2029.
- 3.8** A full Action Plan (Annex B) has also been developed to chart progress of the short-term and long-term aims of the Strategy.



#### **4. CONCLUSIONS**

- 4.1** The adoption of the Preventing Homelessness Strategy 2025-2030 provides a clear framework for the management of services to respond to residents needing support with Housing issues.
- 4.2** Once adopted, the Preventing Homelessness Action Plan will be regularly reviewed and progress of each aim charted for future service design to meet and adapt to changing needs.

#### **5. ALTERNATIVE OPTIONS**

- 5.1** The Council could decide not to adopt the Strategy.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1** An annual Homelessness Prevention Grant (HPG) is awarded to each local authority to assist in preventing homelessness. Cotswold District Council are due to receive £369,227 in 2025/26
- 6.2** The Aims of the Preventing Homelessness Strategy 2025-2030 fully complies with the conditions set out in the HPG award.

#### **7. LEGAL IMPLICATIONS**

- 7.1** Section 2(1) of the Homelessness Act 2002 requires local authorities to undertake regular reviews of homelessness within its area.
- 7.2** Section 1(4) requires local authorities to publish a new homelessness strategy based on the results of this review.

#### **8. RISK ASSESSMENT**

- 8.1** This strategy seeks to define how the Council will meet its statutory duties to Prevent and Relieve homelessness, ensure that rough sleeping is kept to a minimum, but preferably to zero. Expanding accommodation options to meet rising demand is also a key focus for the Council
- 8.2** Failure to prevent homelessness occurring will result in further rises in the use of expensive and inappropriate B&B, which is both detrimental to the client and has severe financial implications for the Council.



**8.3** A strong, person-centred prevention approach is therefore essential, for both the best interests of residents and the Council.

**9. EQUALITIES IMPACT**

**9.1** An equalities impact assessment has been completed that show no negative impact on those who shared a protected characteristic and those who do not.

**10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**10.1** None

**11. BACKGROUND PAPERS**

**11.1** None

(END)

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## **Terms of Reference: Farming Motion Working Group**

### **Purpose**

To engage with interested parties to understand the local impacts of Inheritance Tax (IHT) changes in the district, including any available data or other evidence.

To report back to Cabinet/Council on the key messages and evidence to ensure the Council can make strong representations to Government.

The working group will not explore other matters relating to farming, financial support, broader tax issues or legislation. Its focus will be limited to Inheritance Tax implications for the farming community and local economy.

### **Background**

Council on 19 March 2025 considered a Farmers Motion which contained the following resolution:

"This Council resolves to:

1. Agree to support Cotswold farmers by campaigning against IHT reforms for farms.
2. Request that the Leader writes to the Chancellor of the Exchequer urging her to scrap the IHT reform imposed on farmers."

Council resolved to refer the motion to the Overview and Scrutiny Committee. The Committee was asked to consider the local impacts of IHT and report back in July 2025 at the latest with suggestions as to how the Council can make strong representations to Government.

### **Approach**

The Working Group will take evidence from a range of interested parties at one or two meetings. Interested parties will be asked to complete a simple online survey prior to attending the meeting to enable key areas of concern to be properly explored. Any written representations provided by interested parties will also be considered by the Working Group.

### **Membership**

The Working Group will comprise 5 Members based on nominations made by political groups.

The Chair of the Working Group will be appointed by the Overview and Scrutiny Committee and must be a member of the Committee.

Other members of the Working Group do not have to be members of the Overview and Scrutiny Committee but cannot be members of Cabinet.

The Working Group does not have to be politically proportionate, but the membership will be cross-party, and all political groups will be invited to nominate one or more members:

Liberal Democrat Group – 2 Members

Conservative Group – 2 Members

Green Group – 1 Member

### **Meetings and access to information**

One or two meeting dates for May and/or early June 2025 will be set in consultation with the Chair of the Working Group. Meetings will be held in-person in the Council Chamber.

The Working Group is not a formal Committee or Sub-Committee and is not subject to access to information regulations. To ensure that all attendees feel that they can speak openly about the issues, meetings will not be open to the public but will be open to all Cotswold District Councillors. Formal minutes will not be taken but key actions, messages or recommendations will be recorded. The Working Group's findings will be made public.

### **Invitees**

The following interested parties may be invited to attend a meeting and to complete an online survey before doing so. This list is indicative and subject to refinement:

- National Farmers Union
- Local MPs
- DEFRA
- Royal Agricultural University
- Gloucestershire Young Farmers
- RABI the farmers charity
- Farming Community Network
- Gloucestershire Farming Friends
- Paul James, Economic Development Lead
- Gloucestershire Rural Community Council

**Timeline**

31 March 2025 – Working Group established by Overview and Scrutiny Committee

6 May 2025 – Working Group meeting to plan evidence session

3 June 2025 – Working Group meeting (main evidence session)

7 July 2025 – Working Group findings considered by Overview and Scrutiny Committee

16 July 2025 – Working Group findings considered by Council

(END)

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**Overview and Scrutiny Committee**

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

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

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

**Timeliness:** Is it timely to consider this issue?

**Organisational priority:** Is it a Council priority?

**Public Interest:** Is it of significant public interest?

**Influence:** Can Scrutiny have meaningful influence?

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

**Call in**

The Overview and Scrutiny Committee will consider any “call-in” of a decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information. It may recommend that the Cabinet, a Portfolio Holder or the Council should reconsider the decision.

| Item   | Cabinet Member  | Lead Officer   |
|--|---|--|
| <b>Tuesday 6 May 2025</b>                      |   |  |
| Update on Housing Allocations and Homelessness | Cabinet Member for Housing and Planning - Cllr Juliet Layton                      | Caroline Clissold, Business Manager for Housing and Resident Services<br>caroline.clissold@publicagroup.uk |
| Public Toilets                                 | Tristan Wilkinson, Cabinet Member for Economy and Environment                     | Maria Wheatley, Shared Parking Manager<br>maria.wheatley@cotswold.gov.uk                                   |
| <b>Indicative Work Plan 2025/26</b>            |   |  |
| <b>Monday 2 June 2025</b>                      |   |  |
| Service Performance Report 2024-25 Quarter 4   | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk                               |
| Financial Performance Report 2024-25 Quarter 4 | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk   |
| Agreement of Work Plan for 2025/26             | Leader of the Council - Cllr Joe Harris   | Julia Gibson, Democratic Services Officer<br>julia.gibson@cotswold.gov.uk                                  |
| <b>Monday 7 July 2025</b>                      |   |  |
| Local Government Devolution Update             | Leader of the Council - Cllr Joe Harris   | Robert Weaver, Chief Executive<br>robert.weaver@cotswold.gov.uk  |

|   |   |  |
|---|---|--|
| Asset Management Strategy                                 | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Claire Locke, Interim Executive Director<br>Claire.Locke@publicagroup.uk                   |
| Local Plan Review Progress Update                         | Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton          | Matthew Britton, Interim Forward Planning Lead<br>matthew.britton@cotswold.gov.uk          |
| Farming Motion Working Group Update                       | Cllr David Cunningham, Chair of the Farming Motion Working Group                  | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk    |
| Overview and Scrutiny Committee Annual Report for 2024/25 | Cllr Gina Blomefield, Chair of Overview and Scrutiny Committee                    | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk    |
| <b>Monday 1 September 2025</b>                            |   |  |
| Ecological Emergency Update                               | Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown          | Olivia McGregor, Climate Change & Carbon Reduction Lead<br>olivia.mcgregor@cotswold.gov.uk |
| Financial Performance Report 2025-26 Quarter 1            | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk                         |
| Service Performance Report 2025-26 Quarter 1              | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk               |

|   |   |   |
|---|---|---|
| <b>Monday 13 October 2025</b>                             |   |   |
| Local Government Devolution Update                        | Leader of the Council - Cllr Joe Harris   | Robert Weaver, Chief Executive<br>robert.weaver@cotswold.gov.uk   |
| Long term empty homes/second homes strategy update        | Cabinet Member for Housing and Planning - Cllr Juliet Layton                      | Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service<br>Mandy.Fathers@publicagroup.uk |
| Budget Strategy and Medium Term Financial Strategy Update | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk  |
| <b>Monday 17 November 2025</b>                            |   |   |
| Community Safety Partnership Update                       | Cabinet Member for Communities - Cllr Claire Bloomer                              | Joseph Walker, Head of Economic Development and Communities<br>joseph.walker@cotswold.gov.uk                    |
| Planning Enforcement Report                               | Cabinet Member for Housing and Planning - Cllr Juliet Layton                      | Harrison Bowley, Head of Planning Services<br>Harrison.Bowley@Cotswold.gov.uk                                   |
| <b>Monday 5 January 2026</b>                              |   |   |
| Budget Consultation Responses                             | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk  |

|  |   |  |
|--|---|--|
| Climate Emergency Update                                   | Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown          | Olivia McGregor, Climate Change & Carbon Reduction Lead<br>olivia.mcgregor@cotswold.gov.uk |
| Financial Performance Report 2025-26 Quarter 2             | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk                         |
| Service Performance Report 2025-26 Quarter 2               | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk               |
| <b>Monday 2 February 2026</b>                              |   |  |
| Budget 2026-27 and Medium Term Financial Strategy          | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk                         |
| <b>Monday 2 March 2026</b>                                 |   |  |
| Financial Performance Report 2025-26 Quarter 3             | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@cotswold.gov.uk                         |
| Service Performance Report 2025-26 Quarter 3               | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk               |
| <b>Monday 13 April 2026 - no items currently scheduled</b> |   |  |

| <b>Items to be scheduled</b>    |   |   |
|---------------------------------|---|---|
| Economic Performance Indicators | Cabinet Member for Economy and Environment - Cllr Tristan Wilkinson | Paul James, Economic Development Lead<br>paul.james@cotswold.gov.uk |
| Bromford Housing Update         | Cabinet Member for Housing and Planning - Cllr Juliet Layton        | Alan Hope, Strategic Housing Manager<br>alan.hope@cotswold.gov.uk   |



**COTSWOLD**  
District Council

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

**The Forward Plan**

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

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

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

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

## **Key Decisions**

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

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

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

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

## **Matters To Be Considered in Private**

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

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

## **Documents and Queries**

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

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



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

**Contact Details:**

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

**E-mail:** [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) **Telephone:** 01285 623000 **Website:** [www.cotswold.gov.uk](http://www.cotswold.gov.uk)

**The Council's Executive Arrangements**

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

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

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

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

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

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

|                               |  |  |
|-------------------------------|--|--|
| Joe Harris                    | Leader                                 | Communications; Democratic Services; Executive functions and Corporate Plan delivery; Forward Planning and the Local Plan; Publica; Town and Parish Council liaison.   |
| Mike Every<br>(Deputy Leader) | Finance                                | Council transformation; Financial strategy and management; Grant funding and Crowdfund Cotswold; Property and Assets; Revenues and Benefits.   |
| Mike McKeown                  | Climate Change and Sustainability      | Climate and biodiversity emergency response; Community energy; Council sustainability; Energy efficiency programme; Sustainable transport.   |
| Juliet Layton                 | Housing and Planning                   | Cotswold Lakes (formerly known as Cotswold Water Park); Development Management, Heritage and Conservation; Homelessness; Neighbourhood Planning; Regulatory Services – planning and building control; Strategic Housing. |
| Paul Hodgkinson               | Health, Leisure and Visitor Experience | Community Safety Partnership; Culture; Leisure Centres; Museums; Parking Strategy and Operations; Public Health; Tourism.  |
| Claire Bloomer                | Communities                            | Cost of living support; Diversity, inclusion and young people; Domestic Abuse; Liaison with 3 <sup>rd</sup> sector; Refugee and Asylum Response; Safeguarding.   |
| Tristan Wilkinson             | Economy and Environment                | Economic Development; Flooding; Sewage; Street Cleaning; UBICO; Waste and Recycling.   |

| Item for Decision  | Key Decision (Yes / No) | Exemption Class | Decision Maker     | Date of Decision           | Cabinet Member  | Lead Officer  |
|--|-------------------------|-----------------|--------------------|----------------------------|---|---|
| <b>10 March 2025 - Cabinet</b>                                   |                         |                 |                    |                            |   |   |
| Green Economic Growth Strategy refresh - outcome of consultation | No                      | Open            | Cabinet            | 10 Mar 2025                | Cabinet Member for Economy and Environment - Cllr Tristan Wilkinson | Paul James, Economic Development Lead<br>paul.james@cotswold.gov.uk                         |
| Publica Transition Plan - Phase 2                                | Yes                     | Open            | Cabinet<br>Council | 10 Mar 2025<br>19 Mar 2025 | Leader of the Council - Cllr Joe Harris                             | Robert Weaver, Chief Executive<br>robert.weaver@cotswold.gov.uk                             |
| Ubico Business Plan 2025-26                                      | No                      | Open            | Cabinet            | 10 Mar 2025                | Cabinet Member for Economy and Environment - Cllr Tristan Wilkinson | Simon Anthony, Business Manager for Environmental Services<br>Simon.Anthony@publicagroup.uk |
| Service Performance Report 2024-25 Quarter Three                 | No                      | Open            | Cabinet            | 10 Mar 2025                | Leader of the Council - Cllr Joe Harris                             | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk                |

| Item for Decision                                       | Key Decision (Yes/No) | Exemption Class  | Decision Maker | Date of Decision | Cabinet Member                          | Lead Officer  |
|---|-----------------------|------------------|----------------|------------------|---|---|
| <b>19 March 2025 - Full Council</b>                     |                       |                  |                |                  |   |   |
| Devolution and Local Government Reorganisation          | Yes                   | Open             | Council        | 19 Mar 2025      | Leader of the Council - Cllr Joe Harris | Robert Weaver, Chief Executive<br>robert.weaver@cotswold.gov.uk   |
| Pay Policy Statement 2025                               | No                    | Open             | Council        | 19 Mar 2025      | Leader of the Council - Cllr Joe Harris | John Llewellyn, Head of Human Resources<br><a href="mailto:john.llewellyn@publicagroup.uk">john.llewellyn@publicagroup.uk</a> |
| Community Governance Review - Upper Rissington          | No                    | Open             | Council        | 19 Mar 2025      | Leader of the Council - Cllr Joe Harris | Sarah Dalby, Elections Manager<br>sarah.dalby@cotswold.gov.uk   |
| Appointment of Independent Remuneration Panel Member(s) | No                    | Open<br>!NotSet! | Council        | 19 Mar 2025      | Leader of the Council - Cllr Joe Harris | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk                                       |
| Amendments to the                                       | No                    | Open             | Council        | 19 Mar 2025      | Deputy Leader and                       | Andrew Brown, Head of   |

| Item for Decision  | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member  | Lead Officer  |
|--|-----------------------|-----------------|----------------|------------------|---|---|
| Constitution - Report of the Constitution Working Group (March 2025) |                       | !NotSet!        |                |                  | Cabinet Member for Finance and Transformation - Cllr Mike Every                   | Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk   |
| <b>3 April 2025 - Cabinet</b>  |                       |                 |                |                  |   |   |
| Financial Performance Report 2024-25 Quarter Three                   | No                    | Open            | Cabinet        | 3 Apr 2025       | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publicagroup.uk  |
| <b>8 May 2025 - Cabinet</b>  |                       |                 |                |                  |   |   |
| Net zero update and action required                                  | No                    | Open            | Cabinet        | 3 Apr 2025       | Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown          | Olivia McGregor, Climate Change & Carbon Reduction Lead<br><a href="mailto:olivia.mcgregor@cotswold.gov.uk">olivia.mcgregor@cotswold.gov.uk</a> |
| Cotswold Renewable Energy Study                                      | No                    | Open            | Cabinet        | 8 May 2025       | Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown          | Olivia McGregor, Climate Change & Carbon Reduction Lead<br>olivia.mcgregor@cotsw  |

| Item for Decision   | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member  | Lead Officer  |
|---|-----------------------|-----------------|----------------|------------------|---|---|
|   |                       |                 |                |                  |   | old.gov.uk, Jasper Lamoon<br><a href="mailto:Jasper.Lamoon@publica-group.uk">Jasper.Lamoon@publica-group.uk</a>                           |
| Revocation of Cotswold District Affordable Housing Supplementary Planning Document (2007) | Yes                   | Open            | Cabinet        | 8 May 2025       | Leader of the Council - Cllr Joe Harris                             | Matthew Britton, Interim Forward Planning Lead<br><a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a>    |
| Rural England Prosperity Fund 2025-26   | Yes                   | Open            | Cabinet        | 8 May 2025       | Cabinet Member for Economy and Environment - Cllr Tristan Wilkinson | Paul James, Economic Development Lead<br><a href="mailto:paul.james@cotswold.gov.uk">paul.james@cotswold.gov.uk</a>                       |
| <b>21 May 2025 - Full Council</b>   |                       |                 |                |                  |   |   |
| Record of Attendance 2024/25  | No                    | Open            | Council        | 21 May 2025      | Leader of the Council - Cllr Joe Harris                             | Andrew Brown, Head of Democratic and Electoral Services<br><a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a> |
| Outside Body Appointments 2025/26   | No                    | Open            | Council        | 21 May 2025      | Leader of the Council - Cllr Joe Harris                             | Andrew Brown, Head of Democratic and Electoral Services   |

| Item for Decision   | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member                                   | Lead Officer  |
|---|-----------------------|-----------------|----------------|------------------|--|---|
|   |                       |                 |                |                  |  | <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>  |
| Appointment of Committees 2025/26   | No                    | Open            | Council        | 21 May 2025      | Leader of the Council - Cllr Joe Harris          | Andrew Brown, Head of Democratic and Electoral Services<br><a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a> |
| <b>5 June 2025 - Cabinet</b>  |                       |                 |                |                  |  |   |
| Cirencester Town Centre Framework Masterplan Supplementary Planning Document Consultation | Yes                   | Open            | Cabinet        | 5 Jun 2025       | Leader of the Council - Cllr Joe Harris          | Matthew Britton, Interim Forward Planning Lead<br><a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a>    |
| Financial Performance Report 2024-25 Quarter 4  | No                    | Open            | Cabinet        | 5 Jun 2025       | Deputy Leader and Cabinet Member for Finance and | Michelle Burge, Chief Accountant<br><a href="mailto:michelle.burge@publica">michelle.burge@publica</a>                                    |

| Item for Decision   | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member                          | Lead Officer   |
|---|-----------------------|-----------------|----------------|------------------|---|--|
|   |                       |                 |                |                  | Transformation - Cllr Mike Every        | group.uk   |
| Service Performance Report 2024-25 Quarter 4                      | No                    | Open            | Cabinet        | 5 Jun 2025       | Leader of the Council - Cllr Joe Harris | Alison Borrett, Senior Performance Analyst<br><a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>       |
| <b>10 July 2025 - Cabinet</b>                                     |                       |                 |                |                  |   |  |
| <b>16 July 2025 - Full Council</b>                                |                       |                 |                |                  |   |  |
| <b>4 September 2025 - Cabinet</b>                                 |                       |                 |                |                  |   |  |
| Cotswold District Local Plan (2011-31) Regulation 19 Consultation | Yes                   | Open            | Cabinet        | 4 Sep 2025       | Leader of the Council - Cllr Joe Harris | Matthew Britton, Interim Forward Planning Lead<br><a href="mailto:matthew.britton@cotswold.gov.uk">matthew.britton@cotswold.gov.uk</a> |
| Financial Performance Report 2025-26                              | No                    | Open            | Cabinet        | 4 Sep 2025       | Deputy Leader and Cabinet Member for    | Michelle Burge, Chief Accountant   |



| Item for Decision   | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member  | Lead Officer   |
|---|-----------------------|-----------------|----------------|------------------|---|--|
| Quarter 1   |                       |                 |                |                  | Finance and Transformation - Cllr Mike Every                                      | michelle.burge@publicagroup.uk   |
| Service Performance Report 2025-26 Quarter 1              | No                    | Open            | Cabinet        | 4 Sep 2025       | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br><a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a> |
| Budget Strategy and Medium Term Financial Strategy Update | Yes                   | Open            | Cabinet        | 4 Sep 2025       | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publicagroup.uk   |
| <b>24 September 2025 - Full Council</b>                   |                       |                 |                |                  |   |  |
| Overview and Scrutiny Committee Annual Report for 2024/25 | No                    | Open            | Council        | 24 Sep 2025      | Leader of the Council - Cllr Joe Harris   | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk  |

| Item for Decision                              | Key Decision (Yes/No) | Exemption Class | Decision Maker     | Date of Decision           | Cabinet Member  | Lead Officer   |
|--|-----------------------|-----------------|--------------------|----------------------------|---|--|
| <b>16 October 2025 - Cabinet</b>               |                       |                 |                    |                            |   |  |
| <b>20 November 2025 - Cabinet</b>              |                       |                 |                    |                            |   |  |
| Council Tax Support Scheme 2026/27             | Yes                   | Open            | Cabinet<br>Council | 20 Nov 2025<br>26 Nov 2025 | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publicagroup.uk   |
| <b>26 November 2025 - Full Council</b>         |                       |                 |                    |                            |   |  |
| <b>8 January 2026 - Cabinet</b>                |                       |                 |                    |                            |   |  |
| Service Performance Report 2025-26 Quarter 2   | No                    | Open            | Cabinet            | 8 Jan 2026                 | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br><a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a> |
| Financial Performance Report 2025-26 Quarter 2 | No                    | Open            | Cabinet            | 8 Jan 2026                 | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publicagroup.uk   |

| Item for Decision                                 | Key Decision (Yes/No) | Exemption Class | Decision Maker  | Date of Decision          | Cabinet Member  | Lead Officer  |
|---|-----------------------|-----------------|-----------------|---------------------------|---|---|
|   |                       |                 |                 |                           |   |   |
| Fees and Charges 2026/27                          | Yes                   | Open            | Cabinet         | 8 Jan 2026                | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publica group.uk |
| Budget Consultation Responses                     | Yes                   | Open            | Cabinet         | 8 Jan 2026                | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publica group.uk |
| <b>21 January 2026 - Full Council</b>             |                       |                 |                 |                           |   |   |
| <b>5 February 2026 - Cabinet</b>                  |                       |                 |                 |                           |   |   |
| Budget 2026-27 and Medium Term Financial Strategy | Yes                   | Open            | Cabinet Council | 5 Feb 2026<br>23 Feb 2026 | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publica group.uk |

| Item for Decision                              | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member  | Lead Officer   |
|--|-----------------------|-----------------|----------------|------------------|---|--|
|  |                       |                 |                |                  |   |  |
| <b>23 February 2026 - Full Council</b>         |                       |                 |                |                  |   |  |
| Pay Policy Statement 2026                      | No                    | Open            | Council        | 23 Feb 2026      | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | John Llewellyn, Head of Human Resources<br>john.llewellyn@publicagroup.uk    |
| <b>5 March 2026 - Cabinet</b>                  |                       |                 |                |                  |   |  |
| Service Performance Report 2025-26 Quarter 3   | No                    | Open            | Cabinet        | 5 Mar 2026       | Leader of the Council - Cllr Joe Harris   | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk |
| Financial Performance Report 2025-26 Quarter 3 | No                    | Open            | Cabinet        | 5 Mar 2026       | Deputy Leader and Cabinet Member for Finance and Transformation - Cllr Mike Every | Michelle Burge, Chief Accountant<br>michelle.burge@publicagroup.uk           |
| <b>18 March 2026 - Full Council</b>            |                       |                 |                |                  |   |  |

| Item for Decision                                      | Key Decision (Yes/No) | Exemption Class           | Decision Maker         | Date of Decision               | Cabinet Member   | Lead Officer  |
|--|-----------------------|---------------------------|------------------------|--------------------------------|--|---|
| <b>16 April 2026 - Cabinet</b>                         |                       |                           |                        |                                |  |   |
| <b>20 May 2026 - Full Council</b>                      |                       |                           |                        |                                |  |   |
| Record of Attendance 2025/26                           | No                    | Open                      | Council                | 20 May 2026                    | Leader of the Council - Cllr Joe Harris                      | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk |
| Appointment of Committees 2026-27                      | No                    | Open                      | Council                | 20 May 2026                    | Leader of the Council - Cllr Joe Harris                      | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk |
| Outside Body Appointments 2026-27                      | No                    | Open                      | Council                | 20 May 2026                    | Leader of the Council - Cllr Joe Harris                      | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@cotswold.gov.uk |
| <b>Key decisions delegated to officers</b>             |                       |                           |                        |                                |  |   |
| Decision on future regeneration of The Old Station and | Yes                   | Fully exempt<br>Likely to | Cabinet<br><br>Council | 25 Jul 2024<br><br>31 Jul 2024 | Deputy Leader -<br>Cabinet Member for<br>Finance - Cllr Mike | Claire Locke, Interim<br>Executive Director<br>Claire.Locke@publicagr                   |

| Item for Decision  | Key Decision (Yes/No) | Exemption Class                            | Decision Maker  | Date of Decision                     | Cabinet Member   | Lead Officer   |
|--|-----------------------|--|---|--------------------------------------|--|--|
| Memorial Cottages, Cirencester                                     |                       | contain commercially sensitive information | Deputy Chief Executive (Chief Finance Officer)                | Before 31 Dec 2025                   | Everymy  | oup.uk<br><br>Deputy Chief Executive (Chief Finance Officer)   |
| UK Shared Prosperity Fund and Rural England Prosperity Fund update | Yes                   | Open                                       | Cabinet<br><br>Chief Executive Officer                        | 11 Jan 2024<br><br>6 Mar 2024        | Cabinet Member for Economy and Council Transformation - Cllr Tony Dale | Paul James, Economic Development Lead<br>paul.james@cotswold.gov.uk  |
| Rural England Prosperity Fund                                      | Yes                   | Open                                       | Cabinet<br><br>Chief Executive Officer                        | 17 Jul 2023<br><br>19 Mar 2024       | Cabinet Member for Economy and Council Transformation - Cllr Tony Dale | Paul James, Economic Development Lead<br>paul.james@cotswold.gov.uk  |
| Disposal of Property in Bourton on the Water                       | Yes                   | Open                                       | Cabinet<br><br>Deputy Chief Executive (Chief Finance Officer) | 9 May 2024<br><br>Before 31 Dec 2025 | Deputy Leader - Cabinet Member for Finance - Cllr Mike Everymy         | Jasmine McWilliams, Estates Manager<br>jasmine.mcwilliams@publicagroup.uk<br><br>David Stanley, Deputy Chief Executive and Chief Finance Officer |

| Item for Decision | Key Decision (Yes/No) | Exemption Class | Decision Maker | Date of Decision | Cabinet Member | Lead Officer                  |
|-------------------|-----------------------|-----------------|----------------|------------------|----------------|-------------------------------|
|                   |                       |                 |                |                  |                | David.Stanley@cotswold.gov.uk |

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