



COTSWOLD
District Council

Wednesday, 27 August 2025

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CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 4 September 2025 at 6.00 pm.**

Jane Portman
Interim Chief Executive

To: Members of the Cabinet

(Councillors Mike Every, Juliet Layton, Patrick Coleman, Andrea Pellegram, Claire Bloomer, Paul Hodgkinson, Mike McKeown and Tristan Wilkinson)

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

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

AGENDA

1. **Apologies**
To receive any apologies for absence. The quorum for Cabinet is 3 members.
2. **Declarations of Interest**
To receive any declarations of interest from Members relating to items to be considered at the meeting.
3. **Minutes** (Pages 7 - 24)
To approve the minutes of the previous meeting of Cabinet held 10 July 2025.
4. **Leader's Announcements**
To receive any announcements from the Leader of the Council.
5. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than one minute each and relate to issues under the Cabinet's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Leader will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**
No Member Questions have been submitted prior to the publication of the agenda.

A Member of the Council may ask the Leader or a Cabinet Member a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Leader to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

7. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members**

There were no decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 10 July 2025 was published.

8. **Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance**

To receive any recommendations from the Overview and Scrutiny Committee and to consider any matters raised by the Audit and Governance Committee.

9. **Preventing Homelessness Strategy 2025-2030** (Pages 25 - 54)

Purpose

To present a new Preventing Homelessness Strategy which will assist the Council to deliver its statutory duties towards those households facing homelessness.

Recommendation(s)

That Cabinet resolves to:

1. Approve the implementation of the Preventing Homelessness Strategy 2025-2030 with immediate effect.

10. **Private Sector Housing Civil Penalties Policy and HMO Amenity Standards**
(Pages 55 - 112)

Purpose

To review and renew the Civil Penalties Enforcement Policy and the HMO Amenity Standards policy.

Recommendation(s)

That Cabinet resolves to:

1. Approve the Policy for Civil Penalties under the Housing and Planning Act

2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

2. Approve the HMO Amenity Standards Policy
3. Delegate authority for decisions on the issue of Civil Penalties and the issuing of the Civil Penalties to the Business Manager of Environmental, Welfare and Revenue Service, in consultation with the Head of Legal Services.

11. **Corporate Plan 2025-2028 refresh** (Pages 113 - 144)

Purpose

To seek Cabinet's endorsement of a refreshed Corporate Plan for the period 2025 through to 2028.

While the extant Corporate Plan was agreed last year, there have been significant changes nationally and locally which are reflected in the refreshed plan.

Recommendation (s)

That Cabinet resolves to:

1. Review the appended Corporate Plan 2024-2028 and agree any modifications
2. Subject to modifications, agree to recommend to Full Council that the Plan be adopted.
3. Delegate authority to the Chief Executive Officer, in consultation with Leader, to finalise the design.

12. **Service Performance Report 2025-26 Quarter 1** (Pages 145 - 218)

Purpose

To provide an update on progress on the Council's priorities and service performance for Q1 2025-26 (April-June 2025).

Recommendation(s)

That Cabinet resolves to:

1. Note overall progress on the Council priorities and service performance for Q1 2025-26 (April-June 2025).

13. **People and Culture Strategy** (Pages 219 - 282)

Purpose

To approve the People & Culture Strategy attached at Annex A and accompanying year 1 implementation plan at Annex B.

Recommendation(s)

1. That Cabinet resolves to:
2. Approve the People & Culture Strategy as detailed in Annex A

Approve the four core workforce values:

- We put our **communities first**: their priorities are our priorities
- We are **one team**: working for our residents and businesses
- We are **business focussed**: ensuring efficiency, effectiveness and good value for money
- We are **set up for success**: to deliver against our corporate priorities

3. Approve the year 1 implementation plan as detailed in Annex B (September 2025 – August 2026)
4. Note the Internal Communications & Engagement Strategy as detailed in Annex C

14. **Financial Performance Report 2025-26 Quarter 1** (Pages 283 - 318)

Purpose

To set out the first budget monitoring position for the 2025/26 financial year.

Recommendation(s)

That Cabinet resolves to:

1. Review and notes the financial position set out in this report.
2. Endorse the approach to financial management for 2025/26 as set out in paragraph 4.8 of the report.
3. Endorse the principle to transfer any additional year-end surplus to the Transformation and Capacity Building earmarked reserves, as set out in paragraphs 4.10 to 4.11 of the report.
4. Endorse the principle to transfer 50% of any year-end Planning Fee income (over and above the budgeted level) to the Planning Appeals earmarked reserve, as set out in paragraph 4.22 of the report.

(END)